**CURRICULUM VITAE**

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| **Mrs. Smita**  [**Smita.287267@2freemail.com**](mailto:Smita.287267@2freemail.com) |  |
| **Objective:**  **Seeking senior level assignments in Legal/Paralegal services**  **with a reputed organization** | |

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| **Career Summary :**  A competent professional with more than 16 years of experience in Mumbai Metropolitan Magistrate’s office in Mumbai Area.  Have vast experience in court proceeding, taking evidence and follow up.  Have gained additional experience in Records Management, sectional accounts keeping and related office communication. |
| |  | | --- | | **Computer Awareness :-**           Proficient in MS Word, Excell           Pursuing Talley Accounting course | |
| |  | | --- | | **Educational Qualification**:           Bachelor of Commerce ( B. Com)  from University of Mumbai , India           Bachelor of Law (LLB) from University of Mumbai , India | |
| |  | | --- | | **Professional Experience:**   1. Have 16 yrs long experience as Clerical / court Typist with Metropolitan Magistrates' court, Mumbai The clerical experience consist of experience at Records keeping and Departmental duties in Cash section. (1992-2009) 2. Have worked as **Customer Services Admin at INDIALAW**  in Mumbai, India for 1 month recently 3. Registered with Mumbai for legal practice and wish to practice in commercial field.      1. Worked in various organizations like Indian Post Office,   M/s Lupin , etc as trainee for a period of two year. (1990-1992) |  |  | | --- | | **Areas of Expertise :**   * Office administration * Assist in Legal proceedings, communication, * Accounts keeping for section. * Records keeping and Management * 50WPM English Typing | |

**PERSONAL DETAILS**

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| **Personal Information :**   * **Permanent Contact :**   603, TORANA RESIDENCY, Manpada Road,  Opp. Akshaya Hospital, Dombivli (E ), Dist: Thane,  Maharashtra State , PIN 421201, India,   * Date of Birth : 23 June 1969 * Marital status : Married * Languages Known : English, Hindi, Marathi. * Passport Details : G1663096   Date Issued : 24th Jan 2007  Date of Expiry: 23rd Jan 2017  Place of Issue : Muscat   * Driving proficiency : **Have valid driving license for GCC** * Hobby : To deal in financial instruments,   travelling, teaching younger children |

It is Certified that the above mentioned information is true to the best of knowledge.