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| Objective To be a part of an organization where I can utilize my skills and abilities while enhancing my knowledge to achieve professional satisfaction and personal development. Skills Legal research  Client engagements  Client advisory  Drafting Legal Documents  MS Word  MS Excel  Power Point  Internet Applications  Excellent Communication Skills education B.A. LLB • 2015 • S.D.M (SriDharmasthala Manjunatheshwara) Law College, personal details **DATE OF BIRTH** : 25th Feb 1991  **LINGUISTIC ABILITIES** : English, Hindi  **VISA TYPE** : Visit | |  | | --- | | ***Colette.307359@2freemail.com*** LEGAL ASSociate | B.A LLB |  work Experiencelegal associate • ksn rajesh associates • august 5th 2015 – august 30th 2016  * Attending court proceedings and representing the firm * Conducting research in legal matters * Drafting of plaints, petitions * Keeping clients in contact and communicating about the case progress * Drafting E-mails and handling phone calls. * Maintaining and updating the legal diary and entering the dates of the cases  internshipintern • holla associates,bangalore • july 2013 – august 2013  * Visited the High Court trial court and tribunals regularly to acquaint myself with the proceedings of the court and assisted with research on civil matters and matters pertaining to IPR.  INTERN • Senior Advocate D.L.N. Rao,BANGALORE • JULY 2014 – AUGUST 2014  * Assisted in various subjects such as mines and mineral law, land acquisition, contempt proceedings and drafting of notices.  INTERN • Senior Advocate Shashikiran Shetty,BANGALORE • JULY 2014 – AUGUST 2014  * Assisted with research and visited Arbitration Centre. * Counselled clients.  Volunteer Experience or Leadership  * Active member of Make A Difference NGO group  extra-curricular activities  * Participated and won in various singing competitions * Lead singer for G-Major Band * Tour guide for German’s and American’s – Globe travels Mangalore * Took up fitness training for clients at home which included Cardio and Ground exercises. And motivated clients by maintaining peak physical condition |
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