

 Email: faim.343729@2freemail.com ; Mob: +971 502360357

**Faim**

 **PERSONAL PROFILE**

Faim is a keen and enthusiastic person having ability to perform his duties with full concentration and all perfection. He has done several wonderful jobs. He developed ability of interpreting, drafting and negotiating documents in a way that come profitable to the sponsor of the project. As he is graduate in law, he has special experience in dealing with Legal documents and also legal editing. Besides, his being self motivated, result driven, fast and effective work providing, he is also passionate for his work on the contents. He is also praised for his special knowledge and experience in using technology, including Internet and Computer to give speed to his work. He is also able to communicate in professional manner as experienced in practicing law and presenting cases in the courts.

Above para has all the required punches, but needs to be rephrased so that I wud look more powerful.

**Age: 26 yrs**

**Nationality: Indian**

**Status: Married**

**CAREER HISTORY**

**Associate Editor**

*Indianorms Global Services [Now Mish IT Solutions (OPC)], Kerala, (INDIA)*

(A leading organisation in Kerala, for online advertisement and content publication)

*January, 2015 - Till Present*

Work duties:

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| * Writing Contents for the clients, who publish same on their websites and on other important platforms
 |
| * Writing reviews of the various laws and legislative enactments
 |
| * Writing reviews on the books, electronic books, apps, etc. for publishers
* Making News and Articles on the various topics, including health care topics, legal topics and tech topics
 |
| * Also worked on Dictionaries and completed a full dictionary writing
 |
| * Worked on business contents and other professional contents editing.
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**Legal Trainee (Writing Head Notes)**

V. C. Technology Pvt. Ltd., Kakinada (INDIA)

*September, 2014 - December, 2014*

Work duties:

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| * Writing on the projects of writing Head Notes to the
 |
| * Writing case books for the Advocates’ reference in their cases
* Contents were including case comments on the cases of Higher Judiciary
* Writing and Editing contents in given format
 |
| * Managed time to complete given task
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**Advocate (Practiced Law in the Courts)**

Licensed by the Bar Council of India

*October, 2013 - August, 2014*

Work duties:

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| * Assisting senior in hearing, drafting, pleading, etc.
* Counselling the clients in their legal matters
* Drafting the case documentations, applications, briefs, etc.
 |
| * Presenting the case and its important point before the court.
 |
| * Also managing other important affairs of the court business.
 |

**KEY COMPETENCIES AND SKILLS**

**PROFESSIONAL SKILLS**

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| --- |
| * Has undergone legal content writing training
* Sharp eye details (Spelling, Grammar, Tonality).
* Hard working, to provide productive and profitable outcome to the project sponsor
 |
| * Creating greatly amazing contents which the employer expects for better outcome
 |
| * Creating Noble or Unique contents, so that the same will be accepted, reading once
 |
| * Using technology, like Computer, Internet for fastening the work speed
* Well experienced in working with Windows (XP, 98, 7, 8) Operating Systems
* Great typing speed of about 100 to 120 words a minute, so that work can be finished in or about given time
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**PERSONAL SKILLS**

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| --- |
| * Possesses skill of thinking on the topic and setting up mind to create something new on the given topic
 |
| * Having ability and willingness to give this world, a beauty through his written contents
 |
| * Attracting the readers through his unique contents
* Creating such attracting contents which can give more outcome to his employer
 |
| * Spreading legal and other knowledge among the others
 |
| * Good knowledge and skilful speaking, reading and writing English
 |

**ACADEMIC QUALIFICATIONS**

University Name: Rashtrasant Tukadoji Maharaj University, Nagpur (INDIA)

Institution Name: S. P. College of Law, Chandrapur, Maharashtra (INDIA)

Dates attended: From 2008 to 2013
Qualifications gained and grades: **LL.B (5years) with First Class**

**CERTIFICATION COURSES**

Institution Name: Yashwantrao Chavan Maharashtra Open University, Nasik (INDIA)
Year attended: During 2008
Qualifications gained and grades **Certificate in Computer Fundamentals**

Institution Name: Maharashtra State Board of Technology Education, Mumbai (INDIA)
Year attended: During 2006
Qualifications gained and grades **Maharashtra State Certificate in Information Technology**

Institution Name: University Grants Commission (INDIA).

Year attended: During 2011

Qualifications gained and grads:  **Certificate in Functional English**