****

**MR. SIKHILMON**

**Dubai, UAE**

**Email :** shikhilom.262767@2freemail.com

**Summary:**

A legal professional having five years experience which consist of three years of legal practice and two years in Administration and Marketing. I am a diligent person who works hard, pays attention and is flexible and quick enough to pick up new skills and eager to learn. I started my career as Relationship Manager at L&T Mutual Funds, Cochin, India and later joined the legal fraternity as a lawyer.

**Objective**

To keep up with the cutting edge of knowledge, to use my skills in the best possible way for achieving the professional and personal goals by working in an exhilarating and proficient organization.

**Visa Status** : **Visit Visa (Valid till 02-05-2016)**

**Professional Profile:**

* + - * Practicing as a lawyer at High Court of Kerala, and other lower courts in Kerala, India. (3+ years)
			* Extensive experience of **2+** years as a Relationship Manager in L&T MUTUAL FUNDS Cochin, India.
			* Excellent Reporting Skills, using software like **Microsoft Office** and also manually, Adobe Photoshop.
			* Excellent problem solver with superlative sales skills.

**INDUSTRY EXPERIENCE & JOB PROFILES IN INDIA**

**Experience 1**

Practicing as a lawyer at High Court of Kerala and other lower courts, Specialized in family law from August 2012 to till date.

**Key Areas of Expertise:**

* Litigation & Arbitration
* Commercial & Corporate Law
* Criminal Law
* Family Law

**Duties and responsibilities:**

* Conducting cases before concerned authorities including Courts, Tribunals, and Forums.
* Legal advice to clients.
* Drafting all legal documents.
* Negotiation, settlement and drafting of all legal documentation.
* Legal research.

**Experience 2**

**­­­­­­­**

 Organization : L&T MUTUAL FUNDS, Cochin, India.

Position : Relationship Manager (May 2010 to Jun 2012).

**Job Profile & Responsibilities:**

* Planning, updating and maintaining marketing and sales database programs

in conjunction with Banks and IFA`s.

* Mediate with senior IFA`s.
* Promote good relationship with Banks and IFA`s.
* Generating weekly and monthly status report of sales for the promotion & Monthly updates.
* Direct business relations and distribution of company literature to stimulate client interest and sales leads.
* Informing management on a regular basis and Assisting in the daily operational activities.
* Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
* Completes operational requirements by scheduling and assigning administrative projects; expediting work results.

**Educational Qualification:**

* B.A, LL.B (Graduated from Mahatma Gandhi University, Kerala)

**Languages Known:**

* English & Hindi.

**My Strengths:**

* Multitasking and the Myth of Productivity.
* Positive attitude toward work and Smart working.
* High sense of commitment and dedication.
* Ability to learn and adapt new techniques.
* Ability for Swift learning and also able to handle multiple priorities
* Ability to maintain accurate records & produce reports to top management