**RAJI**

**Email:** **raji.389909@2freemail.com**



**Career Objective**

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

**Professional Experience**

**Mahindra Rural Housing Finance Ltd, India**

**Sep 2017-Nov 2018**

**Designation: Legal Officer**

**Shriram Finance, India**

**2012- 2013**

**Designation: Legal Officer**

**Duties & Responsibilities**

* Give legal advice to his clients after studying their cases.
* Conduct meeting with the clients in order to understand the details of their case.
* Stay updated with the information related to the laws and legal processes.
* Explain the legal issues to companies that may arise due to certain reasons.
* Advise the company’s management on the ways to avoid legal issues from arising.
* Give advice on any litigation that may impact the trust.
* Offer legal interpretation service to the company’s management on different factors on the present laws and regulatory needs.
* Consult various sources and prepare the policy papers.
* Review the legal matters of the company and work upon managing them efficiently.
* Help the clients in preparing legal documents related to their case.
* Deal with lawyers and other law personnel to discuss about the case.
* Prepare various legal reports on the cases handled.

**Travanco Rural Development Producers Co.Ltd, India**

**Jun 2012-Nov 2012**

**Designation: House Advocate**

**Duties & Responsibilities**

* Provide culturally-relevant housing advocacy to participants in permanent supportive housing.
* Provide support services for participants working on overcoming their housing barriers and connect participants with appropriate information, referrals, co-advocacy, emotional support and safety planning.
* Complete Safety and Stabilization Assessments with participants as needed.
* Provide short-term crisis intervention and long-term culturally-responsive advocacy to assist participants in the identification and achievement of participant-directed and participant-driven goals.
* Connect participants to resources that supports their goals for economic stability, including employment support and financial empowerment.
* Build and maintain housing partnerships with landlords, property management companies, and housing programs in the community that will enhance and strengthen housing resources available to survivors.
* Complete weekly data entry in Service Point for all related client assistance expenses and review Service Point data completeness reports monthly.

**Educational Credentials**

LLB from Kannur University, India in 2002.

Degree in Philosophy from Calicut University, India in 1994.

**Technical Skills**

MS Office

**Personal Profile**

Nationality

Date of Birth

Sex

Marital Status

: Indian

: 15 May 1973

: Female

: Married

Languages known : English, Hindi and Malayalam