

## CURRICULUM VITAE

**KUHELI DEB****Mobile No:** +91-8240401127/ +91-9007294114**Email:** kuhelideb99@gmail.com**❖ Objective:**

Seeking a challenging position in legal sector and utilize my ability and efficiency for the growth of organization and self.

**❖ Employment History:**

Organization Name	Organization Category	Duration	Summary of working details
M/s Sinha & Company	Solicitor Firm in High Court area	From February 2020 Till date	<p>➤ <b>LITIGATION EXPERIENCE</b></p> <ol style="list-style-type: none"> <li>1. Sole In-Charge of handling all cases pertains to Debt Recovery Tribunal (DRT) &amp; Debt Recovery Appellate Tribunal (DRAT)</li> <li>2. Preparing Original Applications (O.A) and all kind of connected applications</li> <li>3. Preparing all kinds of Written Statement in all such DRT cases where client is defendant</li> <li>4. Preparing Affidavit-of-Evidence pertains to DRT where client is the Applicant</li> <li>5. Preparing applications pertains to Debt Recovery Appellate Tribunal (DRAT)</li> <li>6. Appearing and conducting hearing before Debt Recovery Tribunal (DRT) &amp; Debt Recovery Appellate Tribunal (DRAT)</li> <li>7. Attending Conference with Advocates/Senior Advocates with regards to DRT &amp; DRAT matters</li> <li>8. Departmental work in DRT &amp; DRAT for</li> </ol>

			<p>getting order copies, expedition of cases etc.</p> <p>➤ <b>HANDLING MIS</b></p> <ol style="list-style-type: none"> <li>1. Maintaining M.I.S of DRT &amp; DRAT</li> <li>2. Updating all M.I.S (DRT &amp; DRAT) at daily basis.</li> <li>3. Sending updates to client</li> </ol> <p>➤ <b>OTHER WORK:</b></p> <ol style="list-style-type: none"> <li>1. Preparing case gist and notes of any other Legal Recourse/Case as and when assigned by the Firm at any point of time.</li> <li>2. Attending Conference in connection with any other Legal Recourse/Case as and when assigned by the Firm at any point of time.</li> </ol>
Srivastava & Company	Solicitor Firm in High Court area	From March 2018 To January 2020	<p>➤ <b>LITIGATION EXPERIENCE</b></p> <ol style="list-style-type: none"> <li>1. Handling cases under section 138 OF N.I. Act</li> <li>2. Handling DRT &amp; DRAT cases</li> <li>3. Preparing all kinds of application pertains to DRT &amp; DRAT</li> <li>4. Legal Drafting</li> <li>5. Handling Arbitration Proceeding</li> <li>6. Preparing Rejoinder, written objection, reply</li> <li>7. Handling various cases in District Court</li> </ol> <p>➤ <b>HANDLING MIS</b></p> <ol style="list-style-type: none"> <li>1. Maintaining M.I.S for various client organizations.</li> <li>2. Make updation in all M.I.S at daily basis.</li> <li>3. Sending updates to client via E-mail.</li> </ol> <p>➤ <b>OTHER WORK:</b></p> <ol style="list-style-type: none"> <li>1. Preparing gist of cases.</li> <li>2. Co-ordinate and dealing with Law officers/Legal Manager of legal department of various banking and non-banking finance organization.</li> </ol>

❖ **Educational Qualification:**

Qualification	Board / University	Year Of Passing	Percentage
B.A (LLB)	Calcutta University	2018	64.37%
Higher Secondary (10+2)	West Bengal Board	2013	69%
Secondary (10)	West Bengal Board	2011	62%

❖ **Extra Qualification:**

Computer CITA (From Rahara youth)

❖ **Personal Information:**

<b>Name</b>	Kuheli Deb
<b>Father's Name</b>	Mr. Kalipada Deb
<b>Present Address</b>	Milangarh, Natagarh, PO-Natagarh, Dist-24 pgs (N), Kolkata-700113
<b>Permanent Address</b>	Milangarh, Natagarh, PO-Natagarh, Dist-24 pgs (N), Kolkata-700113
<b>Mobile Number</b>	+91-8240401127/ +91-9007294114
<b>Date of Birth</b>	27.01.1995
<b>Sex</b>	Female
<b>Marital Status</b>	Unmarried
<b>Religion</b>	Hinduism
<b>Speaking Language</b>	Bengali, Hindi. English
<b>Writing Language</b>	Bengali, English
<b>Hobby</b>	Listening Music, net surfing

❖ **Declaration:**

I hereby affirm that the above information given by me is true to the best of my knowledge and belief. I will solely be responsible for any discrepancy found in here.

**Date:**

**Place : KOLKATA**

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**KUHELI DEB**