

RASHMI CHOWDHURY

DOB: 18TH APRIL,1992

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422, SARAT CHATERJEE ROAD

BATAITALA

HOWRAH - 711103

CAREER OBJECTIVE:

Seeking for an associate/assistant Advocate's position with a growth- oriented organization where I can effectively contribute to the development of the organization and concurrently upgrade my knowledge and skills.

EDUCATIONAL QUALIFICATIONS:

Institution	Examination	Year / Percentage
Calcutta University	B.A. LL.B	2016
	(Five Years Course) All Semester General Total	64.35%

Academic Qualification

Examination	Institution	Board/ University	Year	Percentage
XII	Dasnagar St. Thomas High School	I.S.C	2011	73.75%
X	St.Paul's Educational Institution	I.C.S.E	2009	74.40%

WORK EXPERIENCE:**DAFFODIL GROUP – JULY`2018 TILL WORKING**

Worked as **Legal Officer** in the above Kolkata based Real Estate Company. There my job role is to handle Legal documentations, Drafting of all kinds of Legal Documents, Registration of Land and Flats associated with Daffodil Projects Pvt. Ltd. and also dealt with all kinds of BLRO and Corporation related Works.

M/S. MEHRIA & ASSOCIATES – JUNE`2017 TILL JUNE`2018

Worked as **Associate Advocate** and was involved in providing legal support on matters such as Mortgage Loan Disbursement by banks and NBFCs. Here, I was also given responsibility to review legal deeds preparing devolution, drafting deeds and agreements like partnership deed and preparing appropriate documentation as per legal policies viz:- OSV Reports, Vetting Reports and all the required works related to the LSR.

M/S. S. S. LEGAL SERVICES – MARCH`2016 TILL MAY`2017

Worked as **Assistant Advocate** and was involved in providing legal support in development and formation of Legal Search Report (LSR) on matters such as Mortgage loan disbursement by banks, along with reviewing legal deeds, preparing appropriate documentation as per legal policies viz:- OSV Reports, Vetting Reports and all the required works related to the LSR.

INTERNSHIP DETAILS

Practised as a junior advocate at Howrah District Judges' Court and other lower courts.

- Assist the seniors in preparing, gathering evidences and interpreting it for preparing case file.
- Provide suggestions and opinions on ways of fighting the legal battle and making/defying allegations.
- Prepare legal documents that need to be submitted with the court to initiate legal proceedings.
- File cases with the court and receive the appointment for court hearing for the case.
- Conduct mock interviews with the clients and prepare them for the actual trials and interrogations.
- Drafting of different legal documents eg: trusts, wills, contracts, certificates, asset transfer, petitions etc.
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OTHERS:

- Attended LokAdalat & other Legal Aid works conducted by State Legal Services Authority, WB for 15 Days as an Intern.

EXTRA CURRICULAR ACTIVITIES:

- Associated with NGOs, Government and other bodies working for Child care and other welfare plans
- Active Participation in International Conference and Seminar on education management.
- Participated in Quizzing Sports & Social Programmes.
- Have assisted my father on legal matters with his business related to Real Estate.
- Have participated in many inter-school singing competitions and came out with first position.
- Have participated in Zee Bangla state singing competition.
- Have been certified with SRI SATYA SAI bal vikas programme of education in human values.

MAJOR STRENGTH:

- Always looking to do better by focusing on system improvement and learning effect.
- A good team player and always believe in teamwork and try to gather all plus points of my team.

COMPUTER PROFICIENCY:

- Basic Knowledge in MS- Office, MS- Windows and internet networking.
- Accustomed to work in fully – Computerised LAN enabled environment.

PERSONAL DETAILS:

Father's Name : Mr. Koushik Chowdhury
Nationality : Indian
Languages Known : English, Hindi, Bengali & Marwari
Marital Status : Unmarried
Personal Interest : Reading, Travelling, listening to music, Singing, Painting, Yoga & Baking.