

CONTACT

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📍 INDIA

SKILLS

Excellent written and oral communication skills.

Impressive Ability to work as part of a team Attention to detail Self-motivated. Willing to take up challenges.

LANGUAGES

English , Hindi

AWARDS

- Participated in Intra Moot Competition and secured 5th position.
- Enrolled in two certified course related to drafting, pleading and conveyance

SRISHTI SARKAR

LEGAL ASSOCIATE



SUMMARY

I AM A CREATIVE AND PROCRATIVE PERSON SEEKING CHALLENGES TO IMPROVE MYSELF INTELLECTUALLY AND GROW IN THE PROCESS AND PROGRESS MYSELF IN THE FIELD OF LITIGATION. I PUT MYSELF A CONSIDERABLE AMOUNT OF EFFORT INTO EXPLORING THE INTRACIES OF THE WIDE LEGAL OPPORTUNITIES

EXPERIENCE

LEGAL ASSOCIATE
BOLSTER LEGAL SERVICE

May 2022 - Present

Working as a Full- Time Legal associate in Bolster

- Maintained files and data, labelled documents and uploaded them into the Client's CMS.
- . Worked for renaming of documents and arranging them.
- Maintained and organized all court cases, hearings, depositions and other court-related material,
- Assisted with litigation tasks including filing, and drafting pleading documents and letters,
- Worked on filevine renamed the documents, letter, emails, and also medical documents for the cases.
- Worked on various personal injury pre-lit and lit cases.
- Draft Legal correspondences following firm's template.
- Drafted Complaints, Written Discoveries (both propounding and responses)
- Complaint Packet (drafted complaint for cases related to premises liability , dog bite case,motor vehicle)
- Discovery Request (drafted discovery request for premises liability, automobile case and minor case as well)
- Deposition Transcripit Summarizations
- Assist Attorneys on trial preparations
- Client Service
- Legal Administration

Legal Intern, TATA STEEL COMPANY
(APRIL 2022)

(MARCH 2022-

- Mainly was in research work of related to the on-going cases.
- Drafted affidavits, pleadings and also assisted the company in the research of the cases related to the case.
- Assisted the advocate's in the hearing of the case.

Legal Intern, under advocate Alok Singh (criminal/civil lawyer) Jamshedpur.
(June-July 2021)

- Drafted affidavits and pleadings for various criminal and civil cases.
- Counselling clients on civil and criminal cases.

Due to pandemic the courts were closed so I had to enroll myself in the two certified course from law learners

(June-

July 2020)

- I had enrolled in two certified course related to women protection laws and its implementation and law of torts.

Legal Intern, under well- known advocate RD Singh

(June-July 2019)

- Research and drafted pleading for the civil cases.
- Assisted the advocate in the court hearing and also have researched on the various case laws.

Legal Intern, Under Well Known Advocate Soumya Shah

(June-July 2018)

- Assisted her with research work
- Learnt to draft pleadings
- Assisted her in client counselling

EDUCATION

BA.LLB

Aug 2017 - Aug 2022

REVA UNIVERSITY BANGLORE

Carmel Junior College Sonari,

Jamshedpur

(2015-2017)

All India Senior School Certificate Examination (Class 12) - 70%

All India Secondary School Examination (Class 10) - 80%

PROJECTS

DISSERTATION

Mar 2022 - May 2022

RESEARCHER