



GOWRI MENON

LEGAL ASSISTANT

Contact

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Education

- BBA. LLB(Hons.)- 2024
Sree Narayana Law College
PoothottaKerala
Percentage: 60.2
- 12th(Science) 2018
Bhavans Vidya Mandir, Eroor
- 10th- 2016
Bhavans Vidya Mandir, Eroor

Languages

- MALAYALAM
- ENGLISH
- HINDI
- TAMIL

PROFESSIONAL SUMMARY

As a seasoned legal assistant and junior advocate practitioner, I bring a wealth of experience in providing comprehensive support to legal teams. My roles have equipped me with a strong understanding of legal procedures, research, and documentation. With a meticulous approach, I assist in case preparation, drafting legal documents, and conducting legal research. My dedication to the legal profession is evident in my attention to detail, effective communication skills, and ability to thrive in fast-paced environments. I am committed to upholding the highest standards of professionalism and integrity while contributing to the success of legal endeavors.

WORK EXPERIENCE

● PS.SREEDHARAN PILAI ASSOCIATES,ERNAKULAM (01/2024 - STILL ONGOING) JUNIOR ADVOCATE

- Provide essential support to legal professionals in case preparation, legal research, and documentation.
- Conduct legal research using various resources to gather relevant information for cases.
- Maintain organized case files and documentation, ensuring accessibility and accuracy.
- Coordinate with clients, attorneys, and court personnel to facilitate case proceedings.
- Attend meetings, hearings, and trials to assist in case management and preparation.
- Uphold confidentiality and ethical standards in handling sensitive legal matters.
- Participate in arbitration and mediation proceedings, aiding in case analysis and strategy development.
- Collaborate with senior attorneys to draft arbitration and mediation briefs, submissions, and settlement agreements.

● ASSISTANT SOLICITOR GENERAL OFFICE KERALA- INTERN ERNAKULAM (08/2022 - 09/2023)

- Assisted legal professionals in conducting legal research and drafting legal documents.
- Observed court proceedings and gained insights into various aspects of legal practice.
- Participated in case discussions and contributed to case analysis and strategy.
- Reviewed and organized legal documents and case files for effective case management.
- Interacted with clients, witnesses, and other stakeholders under supervision.

● JUSTICE .ZIYAD RAHMAN-LEGAL INTERN ERNAKULAM (05/2023 - 05/2023)

- Conducted legal research on various cases and legal issues under the guidance of Justice Ziyad Rahman.
- Assisted in drafting legal opinions, memos, and court documents.
- Attended court hearings and observed legal proceedings to gain practical insights into the judicial system.
- Reviewed and analyzed case files, statutes, and precedents to support legal arguments.
- Collaborated with legal team members to prepare for case presentations and discussions.

● JUSTICE MURALI PURUSHOTHAMAN - INTERN AT CHAMBER ERNAKULAM (04/2023 - 04/2023)

- Conducted legal research and analysis to support ongoing cases.
- Assisted in drafting legal documents, including petitions, affidavits, and pleadings.
- Observed courtroom proceedings and gained practical insights into legal proceedings.
- Participated in client consultations, contributing to case discussions and strategy.
- Reviewed and organized case files and legal documents for efficient case management.

References

- Adv. VIJAYAKUMAR
Former Asst. Solicitor General
HIGH COURT of KERALA

● MUCHANDI & CO ADVOCATES AND SOLICITORS, BANGLORE LEGAL INTERN (04/2022 – 05/2022)

- Conducted legal research on various aspects of Indian law, including civil, criminal, and corporate law.
- Assisted in drafting legal documents such as contracts, agreements, and legal opinions.
- Attended client meetings, court proceedings, and arbitration hearings to gain practical exposure to legal practice.
- Contributed to case discussions and strategy sessions under the guidance of senior attorneys.
- Reviewed and analyzed case files, statutes, and precedents to provide comprehensive support to ongoing cases.

● INTERN – MV JOHN & ASSOCIATES (08/2021 – 05/2021)

- Assisted in drafting legal documents such as contracts, agreements, and legal notices.
- Attended client meetings and court proceedings to observe legal proceedings firsthand.
- Participated in case discussions and strategy sessions with senior attorneys.
- Reviewed and analyzed case files, statutes, and regulations to provide support on ongoing cases.
- Demonstrated strong attention to detail, professionalism, and eagerness to learn throughout the internship.

● INTERN – OFFICE OF COMMISSIONER OF POLICE (04/2019 – 05/2019)

- Assisted in conducting research and analysis on crime trends and statistics.
- Participated in meetings and briefings regarding law enforcement strategies and community outreach programs.
- Shadowed police officers during patrols and responded to non-emergency calls to gain practical experience in law enforcement procedures.
- Assisted in the preparation of reports and documentation related to criminal investigations and administrative tasks.
- Demonstrated professionalism, integrity, and a strong commitment to public service throughout the internship.

● LEGAL INTERN – COCHIN MUNICIPAL CORPORATION – MAYOR'S OFFICE

- Conducted legal research on municipal laws, regulations, and policies.
- Assisted in drafting legal documents, including legal opinions, notices, and memoranda.
- Participated in meetings and discussions with municipal officials regarding legal matters and policy initiatives.
- Reviewed and analyzed municipal ordinances, bylaws, and resolutions.
- Observed administrative processes and procedures within the municipal government.
- Demonstrated professionalism, attention to detail, and a strong work ethic throughout the internship.

SKILLS AND ABILITIES

- Exceptional verbal and written communication abilities honed through extensive experience as a legal assistant and junior advocate practitioner.
- Proficient in articulating complex legal concepts in a clear and concise manner to clients, colleagues, and stakeholders.
- Skilled in drafting legal documents, including pleadings, motions, and contracts, with meticulous attention to detail and accuracy.
- Demonstrated ability to effectively communicate with clients, providing them with comprehensive legal advice and guidance.
- Capable of facilitating productive discussions and negotiations with opposing counsel and parties involved in legal proceedings.
 - * Strong interpersonal skills, enabling successful collaboration with legal teams and fostering positive relationships with clients and peers.
 - * Experienced in conducting legal research and presenting findings in a coherent and persuasive manner to support case arguments and strategies.