

ANAKHA SAJU

LLB (LAW)



Kollam, KOLLAM, India



+91-8590288741



anakhasajukk@gmail.com

ABOUT ME

- I am a dedicated professional with a proven track record of supporting day-to-day program operations through my expertise in records management and resource coordination. Support day-to-day program operations with expertise in records management and resource coordination. Skillfully meet diverse needs and address issues to maintain efficiency and program outreach. Demonstrated success in building long-lasting relationships. Hardworking Advocate working diligently on behalf of persons to obtain necessary assistance. Skilled in coordinating files and resources to meet routine and complex needs. Effective under pressure and in stressful situations.

EDUCATION

- LLB (LAW)**
MAHATMA GANDHI
UNIVERSITY, KOTTAYAM
2023
 - Achievements: first class
- CLASS XII**
CBSE
2017
 - with 74%
- CLASS X**
CBSE
2015

WORK EXPERIENCE

- INTERN | APR 2018 - MAY 2018**
POLICE STATION
 - Learned about functions and all other procedures happening in police station
- INTERN | APR 2019 - MAY 2019**
DISTRICT COLLECTORATE
 - Learned about functions and procedure that happens in collectorate
- INTERN | APR 2021 - APR 2021**
SCHEDULE CASTE AND TRIBES COMMISSION
 - Learned about all functions and procedure of commission
- INTERN | MAY 2021 - MAY 2021**
FAMILY COURT
 - Learned about family court procedure
- INTERN | APR 2022 - MAY 2022**
BAR COUNCIL OF KERALA
 - Learned about all functions and procedure of bar council of kerala
- INTERN | NOV 2022 - DEC 2022**
PROFESSIONAL ETHNICS
 - Contempt of court
- ADVOCATE | MAR 2023 - PRESENT**
BAR ASSOCIATION, KOTTARAKARA

SKILLS

- Contract Abstraction, Contracts, Agreements, Petitions, Plaints, Property Disputes, Consumer Disputes
- case preparation
- organizational skills
- time management
- benefits administration
- effective communication

- with 88%

PERSONAL DETAILS

Date of birth
29 Oct 1999

Nationality
indian

LANGUAGES

Malayalam, English