



## **Adv. Linsa Rose K Joy**

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[Enrolment No – /K000598/2024](#)

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### **CAREER OBJECTIVE**

**A dedicated lawyer seeking a challenging role in corporate environment where I can use my Legal and business knowledge to identify and mitigate legal risk, ensure compliance and contribute to the strategic growth and success of the organization which would help me to achieve my professional and personal goals.**

### **PROFESSIONAL SUMMARY**

- A passionate lawyer having exposure to business laws across industry in conducting comprehensive legal research, analyzing legal issues, providing legal opinions and drafting legal documents including complaint, plaint, written statements, contracts, preparing legal arguments and has attended court proceedings during internships with multiple law firms under the lawyers of honorable Supreme Court of India, High Court of Kerala and District Court.
  - Kaushal Kishore and Associates (Internship) – Cases related to banking and finance
  - A.J.R Vargheese and Mathew Vargheese Associates (Internship) – cases related to family disputes.
  - Shenoy Law Associates (Internship) – Cases related to labour issues and employment.
- Worked with MNC which gave exposure in statutory related matters related to labour laws and compliance and its importance to regulate operations.
  - Apollo Tyres Ltd – Kalamassery (Internship)
- An effective public speaker who has conducted multiple training session during internships in NGO and KELSA and to improve social commitment related to women and child welfare.

### **WORK EXPERIENCE**

- Currently working as Legal Assistant in a Multi - State Credit Cooperative Society.  
Company Name – Winners Royal Varsha Credit Cooperative Society Ltd.

Industry – Finance

Designation – Legal Assistant (Management trainee)

Period October 2023 onwards

Duties and Responsibilities:

1. **DRAFTING LEGAL DOCUMENTS:** Primary duty is to draft legal documents including demand notice legal notices, lease agreements, Investor agreements, Business correspondence agreements, Service provider agreement, Loan agreements, MoU, NDA, DPN.
2. **DRAFTING LETTERS:** Drafting internal letters and MoU and reviewing the policies drafted.
3. **DRAFTING AND FILING PETITIONS AND COMPLAINTS:** Initiating legal proceedings against defaulters of loan payments and other people who works against the interest of the Society includes drafting legal notices, registering and filing complaints to the concerned authorities.
4. **DOCUMENT VERIFICATION:** conducting diligence on the property to identify any legal issues or liabilities that may affect the lease agreement this includes reviewing property titles, and any existing liens or encumbrances on the property.
5. **DOCUMENTATION AND RECORD KEEPING:** maintain accurate records of legal documents and ensure that the documents are properly organized and stored safely.
6. **UPDATING CHANGES IN LAWS AND POLICIES:** updating the organization with the changes in the laws, rules and regulations. Checking Government websites for updating the notifications from the Government.
7. **RISK MANAGEMENT:** identifying potential legal risk and developing strategies to mitigate the risk. This involves legal research, reviewing various contract and agreements and recommending changes required and provide legal opinions.

## **CERTIFICATION AND ACHIEVEMENTS**

- **Best supporting staff award 202024 Legal and Compliance- Winners Royal Varsha Credit Cooperative Society Ltd.**
- Best memorial award in intra moot court competition held in Christ Academy Institute of Law, Bangalore – 2019
- Best Team award in in intra moot court competition held in Christ Academy Institute of Law, Bangalore – 2020
- **ADDITIONAL COURSES DONE:**
  - Law and Medicine Emerging Issues – Christ Academy Institute of Law (2018-19)
  - Medical professional and patient the legal relationship – Christ Academy Institute of Law (2018-19)
  - Medical law: Law and Health Interphase (20218-19)
  - Forensic science and Law – Christ Academy Institute of Law (2020-21)

## **Personal Summary**

**Leadership** – co-convenor of Cultural Committee in Christ Academy Institute of Law in the Academic Year – 2022-2023

## **Skills & Strengths**

- Quick learner
- Organized Individual
- Ability to analyze complex legal issues
- Negotiation
- Effective Public speaker

## **Personal Details:**

- Date of Birth – 28-10-1999
- Father's Name- Joy Thomas
- Mother's Name – Elsamma Joy
- Nationality- Indian
- Language Known – English, Hindi, Malayalam

## **Education**

- B.B.A.,LL.B. – Christ Academy Institute of Law Bangalore (Affiliated to KSLU) (2018- 2023) -
- Higher Secondary Education – St. Ann's Higher Secondary School (Kerala State Board) (2017-2018)
- SSLC –St. Joseph Public School Kanayannur (CBSE) 2016