



## JENY JOHN

BA. LL.B

### SKILLS:

- Knowledge Of Immigration Law
- MS Office
- Modelling
- Communication Skills
- Analytical thinking
- Team Building
- Hard Working
- Organizational
- Customer Service

### PROFILE

Experienced Professional with strength in court procedures. Shows forth knowledge of researching and interpreting complex points of law. Brings adaptive problem-solving approach to finding Innovative solutions. Seeking to gain exposure to strategic legal activity

### CONTACT

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7218621044

EMAIL:  
jenyjohn10@gmail.com

## EDUCATION

### GRADUATION:

**BACHELOR OF LITERATURE | JOURNALISM**  
(2012- 2015)

St Mary's College Thrissur, Thrissur Kerala

**LL. B | LAW (2016-2019)**

**Dr Dy Patil College Pune; Pune Maharashtra.**

## WORK EXPERIENCE

May 2023 - Current

**Fly World Migration and Legal Services Advocate,  
Case Coordinator | Ernakulum**

- Helped Clients to navigate the complex immigration processes.
- Assisted clients in completing all necessary paperwork required by the citizenship and immigration service.
- Prepared and filed immigrant visa applications.
- Helped to reunite families Separated due to immigration issues.
- Appeared with clients at deportation and naturalization hearings.
- Review and ensure that all of the information provided by clients is accurate and correct, preparing and checking all legal documents.

March 2022 - March 2023

**John and John Associates Legal Assistant |  
Ernakulam.**

- Collected data to prepare and draft settlement packages for the clients.
- Processed all assigned cases according to company and cents service level agreements.
- Research draft, edit, and revise legal opinion publications.
- Manage schedules ,take calls for office's senior leadership
- Improve average phone and email response time by 90 minutes over previous assistant.

December 2019 - February 2022

**Associate Litigation Advocate | Thrissur, India**

- I was held responsible for representing clients in criminal and civil and other legal proceedings on legal transactions in Thrissur District Court.
- Developed polished legal documents, including motions and briefs.
- To support litigations processes and court proceedings.
- Experience in handling Litigation/Consumer,civil,criminal,family
- Highly Professional assistant with a comprehensive command of legal, office, administrative and clerical support functions combined with a knowledge of legal documents, court fillings and legal procedures.