

ADV. HARITHA HARIHARAN

(K/1436/2023)

CONTACT:

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SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience. Recent graduate with excellent research, technical and problem-solving skills. Detail-oriented and able to learn new concepts quickly.

EXPERIENCE

LEGAL EXECUTIVE 03/2024/ CURRENT

XYZ VENTURES PVT. LTD – ERNAKULAM

- Prepared and reviewed legal documents, such as contracts, leases, deeds, and settlement agreements.
- Conducted legal research to support cases and provide advice to attorneys.
- Drafted pleadings for court filings, including complaints, motions and other litigation documents.
- Analyzed case law to identify precedents relevant to client matters.
- Researched statutes, regulations and ordinances applicable to client matters.
- Negotiated settlements between parties involved in disputes when appropriate.
- Coordinated document production requests from opposing counsels.



SKILL

- Problem solving
- Solution finding
- Multitasking
- Confidentiality
- Independent problem handling
- Report composing
- Documenting crimes
- Incident documentation
- Activity documentation
- Quick learning
- Legal concepts
- Legal knowledge
- Research skills
- Fast-paced work
- Client service orientation
- Legal Drafting
- Legal Research
- Legal writing
- Document Review
- Dispute Resolution
- Litigation Management
- Case interpretation
- Mediation
- Arbitration and litigation
- Legal Advisory
- Client Counseling
- Judgement and Decision Making
- Microsoft Office and DocuSign
- Creative and Critical Thinking
- Client Representation and Advisement
- Case Law and Outcome Analysis
- Legal Case Management
- Litigation Experience
- Contract Review and Negotiation
- Legal Document Preparation
- Legal Research and Review
- Hearings and Depositions
- Professionalism
- Time Management

- Monitored changes in the law that may affect existing or future cases.
- Worked closely with paralegals on various aspects of litigation projects.
- Reviewed legal materials for compliance to correct issues.

ADVOCATE 09/2022 - 12/2023

ADV. B. A. ALOOR (HIGH COURT OF KERALA)

- Assisted clients in understanding their legal rights and responsibilities.
- Provided advice to clients regarding their options for resolving disputes or legal issues.
- Conducted research into applicable laws, regulations, and precedents.
- Drafted legal documents such as briefs, pleadings, appeals, contracts, and agreements.
- Filed motions on behalf of clients with the appropriate court or tribunal.
- Represented clients in court proceedings before judges and juries.
- Negotiated settlements between parties in dispute.
- Interpreted relevant statutes and case law to advise clients on potential outcomes of cases.
- Advised clients on the best course of action to take in a legal matter.
- Investigated facts surrounding cases to determine liability or damages owed by one party to another.
- Prepared witnesses for deposition or trial testimony through practice questioning sessions.
- Analyzed data from client interviews and other sources to build arguments for use in court proceedings.

INTERNSHIPS

- Internship under Adv. Salim (Public Prosecutor) 01/2021, Kochi.
- Internship under Crime Branch 02/2021, Kochi.
- Internship under RDO office, Fortkochi.
- Internship under justice Bhadarudeen, High Court Of Kerala.

EDUCATION/QUALIFICATION

1. LLB- 2019-2022

Govt. Law College Kozhikode,
Kozhikode- Kerala

Calicut University

Grade- First Class.

2. B.COM TRAVEL AND
TOURISM- 2016-2019

Siena College Of Professional
Studies- Ernakulam- Kerala

Grade- First Class.

3. PLUS TWO-COMMERCE-
2014- 2016

GHSS-Ernakulam.

4. SSLC- 2014

SDPY-Ernakulam

LANGUAGES

1. English- write/read/speak
2. Malayalam- write/read/speak
3. Hindi- read/speak
4. Tamil- speak

ACCOMPLISHMENT

- Academic topper in degree
- Got best manger awrad in college level

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

HARITHA HARIHARAN.