

ARCHANA NAIR S

Date of birth:- 16/09/1998

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EXECUTIVE SUMMARY

A B.Com Finance graduate and recently enrolled advocate passionate about social justice. I am committed to fair legal representation and promoting equality within the legal field. Seeking opportunities to start a career in corporate law, utilizing my academic background and hands-on experience in internships. I am eager to work in an environment of growth and excellence, with a strong willingness to work smart and hard.



FUNCTIONAL EXPERTISE

- Contract Drafting
- Litigation & Dispute Resolution
- Corporate & Commercial Law
- Negotiation & Mediation
- Tax compliance and advisory
- Ethical and Professional Responsibility
- Legal Document Preparation

TECHNICAL EXPERTISE

- Alternative Dispute Resolution
- Research databases
- Tax act professional
- Document drafting
- MS office

EDUCATION

LL.B, Sreenarayana Law College (Poothotta, Ernakulam, Kerala)
Expected in November 2024

B.Com (Finance), NSS College (Nemmara, Kerala)
CGPA: 72%, 2017 – 2020

Higher Secondary, Commerce, BSS Gurukulam (Alathur, Kerala)
CGPA: 90%, 2015 - 2017

Secondary, MNMKMHSS (Chittilancherry, Kerala)
CGPA: 89%, 2014 - 2015

ACADEMIC PROJECTS

LL.B PROJECT: The effectiveness of the new Maintenance and Welfare of Parents and Senior Citizens (Amendment) Act 2021 in protecting the rights of older people in India.

B.Com PROJECT: Study in effectiveness of Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGA)

INTERNSHIP EXPERIENCE

District Court Ernakulam

August 2023 – Ongoing

- Improved internship experience by efficiently managing assigned tasks and meeting deadlines.
- Gained practical experience in various aspects of the field, applying academic knowledge to real-world situations.

D. Jayashree (Senior Advocate), Cherthala, India

April 2023 – May 2023

- Developed professional skills through hands-on experiences, including time management and effective communication.
- Delivered high-quality work consistently, demonstrating strong work ethic and dedication to the internship program.

Police Station, Palakkad, India (Remote)

April 2023

- Received positive feedback from supervisors, reflecting a strong commitment to personal growth and development throughout the internship program.
- Streamlined office processes with diligent organization, resulting in improved efficiency

ACHIEVEMENTS

- NCC "A" Certificate: 2014
- National Level WIZ National Spell Bee: 2015
- State-Level Kerala Kalolsavam Winner: 2017
- District Level Winner in Palakkad District Kalolsavam: 2015
- Fingerprint Camp Participation: 2022
- Active participation in Lok Adalat.

INTRESTS

- Dancing: Expressing creativity through movement.
- Reading: Staying informed on current legal developments.
- Movies: Enjoying diverse cinematic experiences.
- Travel: Exploring new places and cultures.

Additional Languages: English (Fluent), Hindi (Fluent), Tamil (Fluent), Malayalam (Native)

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Address

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