

# CURRICULUM VITAE



## Adv. ARCHA JAYAN

Thunduvila Veedu

Vilabhagom, Nedunganda Po

Varkala, TVM-695307

MOB : +91 8137985354, 971551432991

E-mail id:-archa.jayan14@gmail.com

## PERSONAL PROFILE

Date of Birth : 17/04/1993  
Marital Status : Married  
Nationality : Indian  
Driving License : India  
Languages Known :  
Malayalam, Tamil, Hindi & English

## PASSPORT DETAILS

❖ Passport No : W0258236  
❖ Issue Date : 26/05/2022  
❖ Expiry Date : 25/05/2032  
❖ Place of Issue: Trivandrum  
❖ Visa Type : Employment

## EDUCATION

❖ SSLC (Secondary School Living Certificate)  
❖ PLUS TWO (Higher Secondary)  
❖ LLB GRADUATE

## KNOWLEDGE IN COMPUTER

❖ OS, Microsoft Word, Excel,  
❖ Tally Erp9, TDS, VAT & GST

**Position applied for: Accountant or Legal Associate**

## CAREER OBJECTIVE

Seeking a challenging position that is related to my career qualifications and work experience, where I can contribute my knowledge and skills for achieving the goals of the company. Given the opportunity, I will assure to prove my worth in providing quality service .

## JOB PROFILE

- Draft, evaluate and negotiate a wide range of agreements as well as filling through complaints and airtight responses.
- Write Brief and motion for each case that goes to train in collaboration with the team; prepare persuasive motions.
- Conduct depositions and discovery; conduct industry research on legal issue pertaining to specific matters; as well as applicable laws.
- Collaborates with clients to address questions, obtain complete documentation and ensure accuracy of accounts.
- Maintain general ledger and balance sheet across accounts receivable, accounts payable, cash accounts and fixed assets and also preparing financial statements and reports of company expenditures.

## WORK HISTORY

Having SIX (6) month experience in accounting in book keeping task such as preparing financial statements, cash collection and internal Audit in ARYA AGENCIES PVT LTD for wholesales and retail business in gift items.

Experience in Analyze and Visualize data to create and deliver presentations reporting financial performance.

Having THREE (3) Experience as a LEGAL ASSOCIATE in ARTIS LEGAL FIRM TRIVANDRUM.

Having THREE (3) Experience as a JUNIOR ADVOCATE IN CIVIL CASES AT TRIVANDRUM DISTRICT COURT

Having FOUR (4) Experience in REAL ESTATE BUSINESS AND NEGOTIATION with LEGAL OPINION ON PROPERTY MATTER.

## ACCOUNTING SKILLS

- ❖ Knowledge of general ledger entry functions
- ❖ Knowledge of bank reconciliation, book keeping, preparing Accounting, Reports without Errors and also can assist in managements I tax audit
- ❖ Journal and voucher entries, Tally with GCC VAT, INVOICE processing, Auditing Taxations

Working as a legal manager in Asirvad Micro Finance Ltd company which is the subsidiary company of Malappuram Finance Ltd, Key role at Asirvad Micro Finance Ltd, particularly focusing on legal issues related to MSME loans, arbitration, Section 138(Cheques), and EP(Excution Petition) cases. These are areas where legal precision and understanding of the relevant laws are crucial. Also involved in assistance with case analysis, legal research or drafting

### DUTIES AND RESPONSIBILITES

- Strong skill set in monitoring legal risk in the documentation and give guidance on the acceptance assumption of risk.
- Enter daily data with regards to client and the related case.
- Strong understanding of basic accounting procedure.
- Expertise I interrupting laws ruling and regulations for natural and juristic persons
- Ability to conduct legal Research and gather evidence.

### TECHNICAL SKILLS

- Negotiation
- Legal Research
- Reporting and Documentation
- Case Analysis and Tracking
- Interpretation Skill
- Litigation

### KEY SKILLS

- Excellent verbal and written skill
- Quick Learner
- Effective Negotiator
- Courageous and professional

### DECLARATION

I hereby declare that the statement given above are true and correct to the best of my knowledge

Adv. ARCHANA JAYAN