

Sanchi Jain

Looking to switch my profile to learn and explore new skills, abilities and knowledge for professional and personal growth. Proficient in time management and project optimization, sensitive to emotional intelligence through multiple dimensions.

Contact

Address

Mumbai, MH, 400097

Phone

882-845-7568

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Skills

Strong Investigation skills

Efficient researcher

Effective Communication
and Interpersonal skills

Empathetic and
Understanding with Good
Listening skills

Proactive Team worker

Work History

2019-04 -
Current

Legal Associate

APJ Enterprises, Mumbai, Maharashtra

- Research of case laws and legal principles.
- Thorough reading, examination, arrangement, and management of Case-related Data and Documents.
- Making structured reports by data available on the Ministry of Corporate Affairs portal and other relevant public sources.
- Fact-finding and financial background checks, fraud investigation, and social media mining with the help of data from the above sources and exposing the complex corporate structure created to hide from the law.
- Carried out day-to-day duties accurately and efficiently.
- Prepared various written communications, reports, and documents to ensure smooth operations.
- Developed team communications and information for meetings.

Key Projects Handled

- Independently assisted JSA Advocates & Solicitors, Mumbai, to recover dues of a company from one of the biggest NBFCs in India through an amicable settlement
- Independently handled the outstanding dues recovery process of an MSME company through the MSME Samadhaan – Delayed Payment Monitoring System portal to help

recover dues of an MSME company

- Worked as a team member to assist Maersk Trade Finance, a part of the A.P. Moller - Maersk shipping company, to recover their dues from their various NPAs in India, Dubai, and Singapore
- Assisted one of the partners at K&L Gates, Singapore, on the working of an International Bilateral Investment Treaty Case against the Government of UAE

Education

**2018-09 -
2021-08**

LL.B

KC Law College - Mumbai, MH

**2014-06 -
2017-08**

Bachelor in Mass Media

Usha Pravin Gandhi College - Mumbai, MH

Extra Curricular Activites

- Briefly freelanced as a social media handler and content builder for brands including Facing East, Juhu, Fickle and others.
- Participated in UPG College's festival, Aahan, in their literature department.
- Did volunteer work for an NGO named Sounds of Silence.