

# CHARANJEET KAUR

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- D.O.B – 16 April, 1978

## Summary

I am a Registered Advocate with 13+ years of professionalism with an endorsed history of working in Indian Courts and law firm industry. I work as a lawyer and legal consultant in Criminal, Civil and Compensation related Cases. I worked as mediator also in Indian legal system. At present I am working as Office Admin/Supervisor in Vijayshree Legal Solution (Law Firm). Highly skilled in providing legal consultancy and has good knowledge of different law business function daily business operations, strong leadership qualities.

## Skills

- Legal Consultancy, Pleadings writing
- Mediation between litigant to support for compromise of cases
- Preparation of arguments and legal prepositions
- Experienced in litigation management
- Manage the daily information system, Legal research
- Experienced in Office records Management
- Litigants Relationship and Service Providing

## Experience

05/2019 - Current

Office Admin/Supervisor, **Vijayshree Legal Solution**, Rudarpur, India

- Experienced in management Manages the day-to-day operations of the office.
- Legal research, experienced in litigation management
- Experienced in office records management, litigants relationship and service providing customer data management and marketing follow ups
- Supervised employees through planning, assignments and direction.
- Recruited, trained and empowered employees to achieve key performance indicators.
- Review, evaluate and implement new administrative procedures
- Delegate work to office support staff
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Assist in the preparation of operating budget and maintain inventory and budgetary controls.

11/2010 - 04/2019

Advocate/ Lawyer/ Legal Consultant, **District Court**, Bijnor, India

- Legal Consultancy, Pleadings writing
- Mediation between litigant to support for compromise of cases
- Preparation of arguments and legal prepositions
- Experienced in litigation management

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## ***Education and Training***

**06/2010**

**Bachelor of Laws**

**MJP Rohilkhand University**, MJP Rohilkhand University, Bareilly, U.P, India, India

**06/2004**

**Master of Arts**, Sociology

**MJP Rohilkhand University**, MJP Rohilkhand University, Bareilly, U.P, India, India

**07/1998**

**Bachelor of Arts**

**MJP Rohilkhand University**, MJP Rohilkhand University, Bareilly, U.P, India, India

**08/1995**

**Intermediate (10+2)**, Arts

**U.P Board (India)**, India

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## ***Interests***

Badminton, Listening to music, Yoga and Meditation, Watching Movies, Cooking.

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## ***Languages***

- English (IELTS General – 6.0 Overall)
- Native Language - Punjabi
- Fluent in Hindi