

Amrita Chowdhury

legal associate

Flat No. 114, Building No. 98, Street No. 4, Discovery Garden, Dubai, UAE - Dubai
amritarc2007@gmail.com - +971 552904584

OBJECTIVE – To be a part of organisation in legal, administration or research work profile in any real estate company, corporate firm, banking sector, solicitor & law firm, FMCG, where excellent record of leadership, problem solving ability, analytical skill, crisis management ability, initiative, strong communication skill, honesty and trust worthiness is needed.

WORK EXPERIENCE

legal associate

Quislex legal service Pvt. Ltd - Hyderabad, Andhra Pradesh - June 2010 to March 2011

- = In the field of contract review and litigation services .Reviewed in small time frame with the satisfaction of the clients.
- = In contract summarization and also different contract reviews. Used to review the team work as a quality analyst in the contract review project.
- = In the litigation process of various Multinational Companies, only with document review.
- = As a Legal associate for nine months.
- = The company is one of the premiers LPO in India.
- = Worked in Financial Projects of Multinational Banks. Doing, vivid researches in Bloomberg, Financial Publications, helping the team to review the financial documents with ease, through power point presentations and diagrams.

Legal Officer

Loharuka Group - Kolkata, West Bengal - April 2010 to June 2010

- = Drafting agreements and deeds also various types of conveyances like license agreement etc.
- = Looking after property search papers. Helping the company to be cost effective in legal matters and case by handling the case status personally, without appointing many solicitors.
- = The devolution of title and parcha documentation etc.
- = Taking care of the whole legal department.
- = Following up the suits and 138 NI Act cases.
- = Doing legal documentation for the banking sanction of residential and commercial building projects.

LEGAL OFFICER

SSB Projects Pvt. Ltd - Kolkata, West Bengal - September 2007 to March 2010

- = As a LEGAL OFFICER, handled the cases by following up the solicitors, attending the conferences and then report to the director.
- = Drafted all correspondences relating to legal and managerial issues.
- = Managed all the backlog cases and follow up with the counsels and solicitors.
- = Contributed to the company significantly by keeping an eye over all the pending litigations of the company in High Court, City Civil Court and Magistrate Courts.
- = Drafting all types of conveyances, agreements, memorandum, notices and letters.
- = Studied case references and did case research on the basis of facts of the case and then consulted senior legal professionals for the same.

- = Conducted search in RO (Registrar Offices) related to the real estate properties and prepared a search report with synopsis.
- = Attained conferences with senior counsels, solicitors and advocates.
- = Prepared all kinds of corporate letters, memorandum and notices.

junior associate

Debashish Kundu Advocate - July 2006 to August 2007

Worked as a junior associate of Mr. Debashish Kundu (Advocate of High Court and Supreme Court) work involved in drafting writ petition, civil suits, section 9 and section 11 of arbitration and conciliation act, deed of conveyance, winding up application, written objection, etc.

Simultaneously worked with R.N.Ghosh & Associates . Involved in hard core litigation and in arbitration and conciliation, civil suits in high court and civil court, conveyance, probate matters, company matters, writs.

Appeared before High courts and several courts and other arbitral tribunal moved several numbers.

EDUCATION

Company Secretary in Corporate Laws

ICSI - New Delhi, Delhi

2011 to 2013

LLB in course 5 years

calcutta university - Kolkata, West Bengal

2000 to 2005

SKILLS

Basic Microsoft Office.