

ADV. POOJA SANCHETI

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Seeking assignments in Legal Department, with Legal drafting document and Various Legal activities which will help me to improve knowledge in Legal Department.

CAREER CONTOUR

Internship Under the Guidance of Adv. SUDHIR MULE ASSOCIATION.

1ST JUNE,2017 – Currently Working.

- ↳ Collaborated with Legal Research Development in reconstructing a new database from existing files.
- ↳ Interviewed clients prior to trial and obtained valid information for cases
- ↳ Researched topic pertaining to various Criminal Laws to Become better aware to relevant cases.
- ↳ Docketed 1iles to cross – referenced data to the proper cases for future reference.
- ↳ Created Excel spreadsheet to classify and report information to public Defenders.
- ↳ Compiled and critically analyzed actual wrongly convicted cases and produced cases briefs.
- ↳ Legal Drafting.

CORE COMPETENCIES

Professionalism and Ethics
Legal Drafting
Legal pros and cons
Leadership and
Management.

ACADEMIC CREDENTIALS

2020	LLB form from Pune University First class with Distinction.
2016	B.Com from Pune University with First Class.
2013	12 th from Ness Wadia College of Commerce with 59%
2011	10 th from Loankar Madhyamik Vidhyalaya, State Board with 79%

ADDITIONAL CERTIFICATIONS

- ↳ Certification of Government for MS- CIT.
- ↳ Advanced Excel Certificate.
- ↳ Tally ERP 9
- ↳ Typing Speed 30 WPS (Marathi and English).

Hobbies

- ↳ Eagerness to Learn New thing.
- ↳ Professional Mehendi.
- ↳ Rangoli.

EXTRAMURAL ENGAGMENTS

- ↳ Finance Analyst of Lion's Club.

PERSONAL DOSSIER

Date of Birth: 11th Aug, 1994
Location: Pune-14