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Mahavir Jain Vidyalaya, Near
BMCC College, Pune- 411001

KIRTIKA RAJENDRA JAIN

LLB, Diploma in Labour Law, B.com

PROFESSIONAL SUMMARY

Seeking a challenging position in an esteemed organization, utilizing my knowledge and skills that will impact the development of our organization and enrich my professional skills.

KEY SKILLS

Time Management

Work Ethics

Client Management

Client Service

Negotiation

Drafting

INTERNSHIPS

Legal Intern

Aug '19 - Mar '20

ADVOCATE SK JAIN AND ASSOCIATES

Pune, Maharashtra

- Filing of Consumer Court Cases.
- Observed and gained knowledge related to cases of District court.
- Assisted with Litigation and took note of outcomes for cases including statements made.
- Assisted in litigation of Civil Cases.
- Assisted in litigation of Criminal Cases.
- Assisted in litigation of Family Court Cases.

Legal Intern

Jun '17 - Mar '18

ADVOCATE SUBODH SHAH

Pune, Maharashtra

- Filing of Debt Recovery Tribunal Court Cases.
- Filing of Consumer Court Cases.
- Drafting of various documents.
- Worked one on one with clients and assisted lawyer in interview and hearings.

PROFESSIONAL EXPERIENCE

Employee

Jul '18 - Mar '19

KENDALE AND ASSOCIATES

- Filing of GST Return.
- Basic knowledge of Tally and MS Excel.
- Gained Knowledge relating to accounting.

EDUCATION

DIPLOMA IN LABOUR LAW

Shankarrao Chavan's Law College

Pune, Maharashtra

LLB (BACHELOR IN LAW)

Shankarrao Chavan's Law College

Pune, Maharashtra

B.COM

Marathwada Mitra Mandal College Of Commerce (MMCC)

Pune, Maharashtra