



## PROFILE

My strengths are exceptional communications, listening and interpersonal skills, quick adaptability to changing processes and trends. I am a quick learner who enjoys working in a team environment.

I am now looking for a challenging role in a reputed organization. Being a focused, motivated, and goal-oriented professional, I can prove my ability to handle diverse responsibilities under pressure. I am positive that my skills will help me perform justifiably in the said position and prove to be beneficial to your organization

## CONTACT

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## HOBBIES

Music  
Fitness  
E. Sports  
Football

# SOUVIK CHATTERJEE

## EDUCATION

### St. Vincent's High and Technical School

2001 - 2012

I scored 69% in my class 10 boards' exam. Along with that I was also engaged in various sports and cultural activities. I was also awarded certificates relating to singing and sports.

### St. Patrick's Higher Secondary School

2012 - 2014

I scored 54% in my Higher Secondary examination. Also, I was engaged in various cultural activities and sports.

### Sureswar Dutta Law College.

2014-2019

I scored 64% in overall in my 5years integrated B.A.LLB course. Along with academics I was awarded certificated in debate, sports, Moot court. I have also organized and hosted various cultural events including our annual inter-college fest.

### Amity University Kolkata

2019-2020

Currently I am pursuing masters in law i.e. LLM in Business Law from Amity University Kolkata.

### Also Completed

1. Certified course on legal research.

## WORK EXPERIENCE

### Sarkar Legal Services & Co.

April 2019-June2019 & September 2020.

My day to day work included handling of clients, visiting court, various kinds of drafting and also assisting other lawyers.

### Fast Info Legal Services Pvt. LTD.

September 2020- Present

My day to day work includes handling of clients with legal advice, legal notice, drafting petition, FIR and RTI.

## SKILLS

1. Drafting Legal Documents (Agreements/Legal Notice/Petition/Plaint/Written Statements/etc.)
2. Vetting Agreement
3. Legal Research (Case Laws/Statute/etc.)
4. Active Learning
5. Public Speaking
6. Active Listening
7. Communication
8. Team Work