

### 3.8 Years as Advocate, and 2.3 Year as a Process Executive

**Anita Suryavanshi**

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#### **Career Objective**

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To work in any environment that provides a competitive edge to sharpen my skills and to grow along with the organization.

#### **Work Experience**

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**High Court of Chhattisgarh**

**Tenure: 9 Months (January 2019 to Sep 2019)**

#### **Role And Responsibilities**

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- Dealing with the cases relating to civil and criminal in nature
- Drafting various agreements
- Drafting various petitions and written statement regarding same
- Preparing legal documentation for submission of the case
- Attending Lok-Adalat to resolve the dispute between two parties

#### **Infosys BPM LTD Pune**

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**Designation: Sr. Process Executive (LPO)**

**Tenure: 1.5 Years (June 2017 to Dec 2018)**

#### **Role and responsibilities**

- US Law based project
- Citation based work
- Case review
- Audit cases
- Creating work report on daily basis
- Case study and analysis

#### **Wipro**

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**Designation: Process Executive (LPO)**

**Tenure: 8 Months (June 2016 to January 2017)**

#### **Role and responsibilities**

- US Law based project

- Contract Abstraction
- Document analysis
- Contract review and analysis
- Adding additional clauses if required

## High Court of Chhattisgarh

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**Designation: Advocate**

**Tenure: 2.9 Years (April 2013 to Jan 2016)**

### Role and responsibility-

- Appeared before the Hon'ble High Court of Chhattisgarh, I rendered my service in such relating to Constitutional Law, Service law & Administrative law, Insurance and recovery matters, Transfer of Property, Criminal matters.
- Self-handled cases pertain to civil disputes, consumer forum cases, criminal, civil, insurance, Revenue and Service Matters.
- Drafted various agreements, writ Petitions, all kinds of Civil suits, Criminal matters, Service matters and Legal notices and Representations.
- Pleading- especially criminal issues, service issues and property issue, insurance issues, Money Recovery and consumer disputes.
- Prepared the suits, written statement, objections, filed vakalatnama on behalf of the persons and parties.

### Computer Skill:

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Outlook, Excel, MS-Office, Power-Point

### Education

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1. LL.B GURU GHASIDAS UNIVERSITY 2012
2. B.A. GURU GHASIDAS UNIVERSITY 2009

### Personal Detail

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<b>Date of Birth</b>	27 <sup>th</sup> July 1989
<b>Marital Status</b>	Unmarried
<b>Nationality</b>	Indian
<b>Languages Known</b>	English, Hindi