

Sarika Chalise

Advocate

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A highly motivated and detail-oriented Legal Intern with experience at Chambers of Anish Gupta, possessing exceptional legal research skills, critical thinking abilities, and organizational proficiency. Proven ability to effectively prepare case files and support trial preparations, contributing significantly to the efficient conduct of legal proceedings. Demonstrates strong verbal communication and adherence to legal ethics, actively participating in client meetings and undertaking pro bono projects.

Skills

Strong Communicator
Attention to Detail
Critical Thinking
Legal Ethics
Organizational Skills
Skilled Researcher

Education

Bachelor of Arts (B.A.) LLb
Sharda University,
Gautam Buddha Nagar
July 2024

Experience

Legal Intern

September 2024 - December 2024

Chambers of Anish Gupta, New Delhi, India

- Assisted in trial preparation activities, including organizing exhibits and witness lists.
- Provided administrative support to legal team, managing case files and legal databases.
- Determined causes of actions and prepared case files based on investigated facts and legal histories.
- Coordinated case information by meetings with clients, experts and other professionals.
- Participated in client meetings, taking detailed notes for case file documentation.
- Authored, organized and submitted professionally written legal correspondence, affidavits and contracts.
- Helped draft contracts, agreements, and other legal documents, ensuring accuracy and clarity.
- Assisted in preparing documents for court filings, ensuring compliance with legal procedures.
- Conducted legal research on various case laws to support ongoing litigation efforts.
- Reviewed and summarized deposition transcripts to aid in case strategy development.
- Supported attorneys in arbitration and mediation sessions, preparing case briefs and summaries.
- Collaborated positively with peers and other staff members to maintain friendly, supportive, and cooperative work atmosphere.

Legal Intern

May 2023 - June 2024

Advocate Kabir Hazarika, New Delhi, India

- Conducted legal research on various case laws to support ongoing litigation efforts.
- Gathered and analyzed research data covering decisions, codes, and statutes.
- Assisted in trial preparation activities, including organizing exhibits and witness lists.
- Participated in pro bono projects, offering legal assistance to underserved communities.
- Participated in client meetings, taking detailed notes for case file documentation.