

SREEJITA BISWAS

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ACADEMIC QUALIFICATIONS

- (2020), Heritage Law College (Calcutta University), BA. LLB, 63.51%
- (2015), Heritage Academy High School, Kolkata (WBCHSE), 74.8%
- (2013), St. Stephen's School (N.I.O.S), 50.4%

JOB PROFILE

- ***PwC Acceleration Centers*** *[August 2022 – January 2026]*
 - Promoted to Associate-2:

Legal Expertise in KYC & AML Compliance: Provided legal guidance to ensure adherence to KYC AND Anti Money Laundering (AML) regulations, performed quality assurance testing of completed work.

Customer Due Diligence & Risk Management: Oversee the legal aspects of customer due diligence (CDD) and enhanced due diligence (EDD), analyzed customer documentation, escalated suspicious activities.
 - Promoted to Associate-1: Have worked on multiple CLM projects which involved reviewing, analyzing, Data Abstraction from Contracts, Dealing with agreements of one of the largest Health Insurance Carrier and it's affiliates, creating and revising various standard contract templates and reducing the turnaround time for contract review.
 - Joined as a Specialist in BCMA Engagement - The project dealt with agreements with relation to Commercial Lending under Wholesale Lending spectrum. Reviewed and analyzed Syndicated Loan Agreements, Bilateral Loan Agreements for abstraction of data, Document Validation.
- ***EXL Services Pvt. Limited*** *[May 2022 - July 2022]*

Worked as a Legal Executive -Operations
- ***Chamber of Sabyasachi Chatterjee*** *[January 2022: 3 months]*

Worked as a Junior Advocate in The High Court of Calcutta.

INTERNSHIPS

- ***Shaine Lex LLP*** *[October 2021: 2months]*
 - Drafted PILs, Writ Petitions, Cyber Crime complaints, attended proceedings in City Civil Court, and Bidhannagar Court.
 - Dealt with clients.
- ***SKR and Associates*** *[July 2021: 3months]*
 - Drafted Legal Notice, DRT Applications (Original Applications), SARFAESI Applications, Show Cause Reply, and Appeals.
 - Attended proceedings before NCLT and DRT.

- ***Chamber of Sabyasachi Chatterjee*** ***[November 2020: 7months]***
 - Drafted Writ Petitions and appeared in the matters of West Bengal Panchayat Act, 1976.
 - Attended High Court proceedings.
- ***Biswajit Sarkar Advocates and Intellectual Property Firm*** ***[December 2019: 2months]***
 - Coordinating and implementing assigned work related to legal research, filing Trademark applications, drafted Power of Attorney.
 - Have written articles on Trademark Act.
- ***Calcutta Electric Supply Corporation (CESC), Kolkata*** ***[October 2019: 1month]***
 - Drafted Writ Petitions and researched Electricity Laws and Consumer Protection Act.
 - Attended proceedings before the High Court of Calcutta
- ***Howrah District Court*** ***[December 2017: 2months]***
 - Drafted Sale Deed, Gift Deed, Divorce Petition
- ***DSK Legal, Delhi*** ***[March 2017: 1month]***
 - Different areas of law practice, and researched on Constitutional Law.

EXTRA-CURRICULAR / OTHER ACHIEVEMENTS

- Participated in college debates and in Model United Nations.
- Cultural Committee Head in Heritage Law College.
- Food Blogger, Food Photographer, and Freelance Social Media Manager since 2016. Received an award for being the Best Food Blogger (Eastern Zone) in Top Food Blogger's Award, 2019 and 2020.
- Published in Telegraph, Calcutta Times, and other local magazines for curating different recipes.
- Volunteered in CSR Activity arranged by Nestle India to help in educating the underprivileged children of Behala, Kolkata.

PERSONAL DETAILS

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