



# NISHA SHARMA

## CONTACT

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Gwalior, Madhya Pradesh

## SKILLS

- Legal Research
- Document Preparation
- Legal Writing
- Courtroom Procedures
- Knowledge of Federal and State Laws
- Time Management Abilities
- Communication Skills

## LANGUAGES

- English (Fluent)
- Hindi (Fluent)



## PROFILE

Proficient in conducting thorough legal research and drafting essential legal document. Committed to deliver high-quality support in courtroom settings, contributing to effective legal strategies and positive client outcomes. Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.



## WORK EXPERIENCE

### Jain & Jain Associates

JUNE, 25 - PRESENT

Junior Advocate

- Prepare legal documents for court hearing and proceeding.
- Research case law to support legal arguments.
- Assisted clients in understanding legal process and their rights.
- Represented clients in court proceedings before the bench.
- Deal with the matters of High Court and District & Session Court.

### District and Session Court

April, 23

Legal Intern

- Performed administrative tasks including filing document.
- Prepared chronologies of events related to litigation matters and organized court calendar with daily cases.

### High Court of M.P., Gwalior

December, 21

Legal Intern

- Provided support in drafting, pleadings, and other legal documents.
- Reviewed and analyzed legal documents to identify potential issues.
- Attended court proceedings to observe courtroom procedures.



## EDUCATION

### Master of Laws [LL. M.]

July, 24 - June, 25

Corporate & Commercial Laws | ITM University, Gwalior

### Bachelor of Laws & Commerce [B. Com. LL. B. (Hons.)] | PIMR, Gwalior

July, 18 - June, 23

Gold Medalist