

ADV SALONI BAPNA

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UDAIPUR, RAJASTHAN

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ABOUT ME

Strategic and performance-driven Project Management professional with over one year of experience leading end-to-end project execution, ensuring timely deadline, quality benchmarks, and client expectations. Proven expertise in requirement analysis, cross-functional team coordination, deadline management, and maintaining rigorous quality standards. Backed by LLB and LLM degrees, bringing strong analytical, legal, and documentation expertise to project execution and compliance management.

EDUCATION

LLM - Mohan Lal Sukhadia University - **61%** (2020-2022)

BA LLB - Mohan Lal Sukhadia University - **63%** (2015-2020)

Intermediate (12th) CBSE Board - St. Mary's Convent Sr Sec School - **74%** (2014-2015)

Matriculation (10th) CBSE Board - St. Mary's Convent Sr Sec School - **58%** (2012-2013)

EXPERIENCE

2024 - NOW

Verbo Labs

Project Coordinator

As a Project Coordinator, I supported the planning, execution, and successful delivery of projects within defined timelines and quality standards. I coordinated with cross-functional teams, tracked project progress, managed documentation, and ensured seamless communication among stakeholders to drive efficient project outcomes.

2023 - 2024

7H

Research Analyst

As Research Analyst I got skilled in data collection, analysis, and interpreting insights to support strategic decision-making. Experienced in preparing detailed reports, identifying trends, and delivering accurate, research-driven outcomes.

2022 - 2023

District And Session
Court of Udaipur

Junior Lawyer

Junior Lawyer with hands-on experience practicing at District Court, Udaipur. Skilled in legal drafting, case research, documentation, client coordination, and court proceedings assistance. Experienced in preparing affidavits, written statements, and maintaining case files while ensuring compliance with procedural requirements. Strong analytical abilities backed by sound legal knowledge and attention to detail.

SKILLS

- Contract Review & Documentation
- Stakeholder Communication
- Project Planning & Scheduling
- Quality Assurance & Review
- End-to-End Project Coordination
- Risk Identification & Issue Resolution

LICENCES

- THE BAR COUNCIL OF RAJASTHAN**
- BAR COUNCIL OF INDIA**