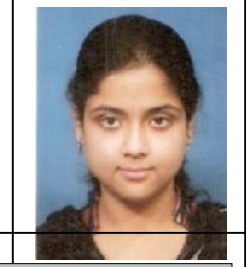


*Advocate Sreyoshe Biswas*

**Name : SREYOSHE BISWAS**  
**Gender : Female**  
**Languages Known : English, Hindi & Bengali**



**Career Objective :**

To learn what I should and help the company to grow. To ensure the company I work for receives the best of my services.

<b>ACADEMIC QUALIFICATION</b>					
<b>Degree / Certificate</b>	<b>Qualification</b>	<b>Institute</b>	<b>Board / University</b>	<b>Year</b>	<b>Aggregate</b>
Master's	LLM	Surendranath Law College	University of Calcutta	2017	<b>67%</b>
Graduation	B.A.LLB (Honours)	Department of Law	University of Calcutta	2014	<b>76%</b>
12 <sup>th</sup>	Higher Secondary	Garalgacha High School	WBCHSE	2009	<b>78%</b>
10 <sup>th</sup>	Madhyamik	Uttarpara Girls' High School	WBBSE	2007	<b>86%</b>

**\* Aggregate Marks are as per the rule of that of the respective board.**

**Same rule is applicable for the CGPA also.**

<b>Please mention any pending Backlogs in your Academic Career</b>	NO
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- **AIBE(All India Bar Council Exam) ,2015 Passed out and received strip pen from All India Bar Council.**

**Extra Curricular Activities:**

Dancing: 5<sup>th</sup> year complete

Drawing: 5<sup>th</sup> year complete

Recitation

**Experience :**

1. Now working as the Front Office & Back office controller and Legal Assistant in MMCS Pvt. Ltd.

2. Worked as the Legal officer at Exterior Interior Ltd. Company.

**Job Responsibilities handled till date:**

- Different types of Agreement.
- Registration of Sale Deed, Gift Deed, Settlement Deed, Will etc.
- File & Data Management.
- Communicating with clients & Authority (eg. NKDA)
- E-district Login (NKDA).
- Front & Back office Management.
- Meeting- taking Minutes of meeting & telephonic & e-communication.
- Legal Drafting.
- Notary, Notarial Certificate.
- Executive Magistrate Affidavit.
- 1st Class Magistrate Affidavit.
- Agreement for Rent.
- Affidavit for Legal Heirs.
- Leave and License Agreement.
- Pleading and Drafting.
- Appeal for granting Bail.
- File and Data Management.
- Communicating with

**3 Subjects of Interest:**

- Extempore

**Hobbies:**

- Listening Song
- Reading Story Bo

