



SOFIA KHATUN

Advocate

ABOUT ME

A versatile and professional law graduate with wide ranging experience in a variety of law related areas include corporate and criminal laws, debts and benefits advice, employment law and housing.

Seeking to combine academic achievements and work experience in a challenging role within the voluntary sector.

Experience

4+ years



Education

Post - Graduate LL.M. (Business Law) Amity Law School Amity University Kolkata, West Bengal (2016 - 2017)	Bachelor B.A.LL.B. Jogesh Chandra Chaudhuri Law College University of Calcutta Kolkata, West Bengal (2011 - 2016)
Intermediate P.I.S. Vidyapith CBSE Board New Delhi, Delhi (2009 - 2011)	Matriculation St. Xavier's Institution ICSE Board New Delhi, Delhi (2008 - 2009)



Career Highlights

- Providing independent, confidential and impartial advice to clients on debts, benefits, employment, housing, family issues, corporate and criminal issues.
- Interviewing clients face to face and over the phone to establish their professional needs.
- Drafting letters and making calls on behalf of clients.
- Referring clients to specialist caseworkers for complex problems or signposting to other agencies, when appropriate.
- Assisting clients to negotiate with companies and service providers to resolve any difficulties.
- Providing one to one support, guidance and encouragement to young people who are at significant risk of offending or re-offending.
- Establishing and maintaining regular and timely contact with mentees.
- Maintaining confidentiality, whilst ensuring child protection procedures and issues of disclosures are followed.



Professional Qualifications / Affiliations

- Active member of Bar Council of West Bengal on and from November, 2016.
- Active member of Bar Council of India on and from March, 2017.



Skills

- Time management
- Self-motivation
- Adaptability
- Leadership
- Decision-making



Work Experience

- JUNE 01, 2014 - MAY 31, 2015
*Designation- **ARTICLE JUNIOR*** under Learned Advocate Mr. Sabyasachi Das. (Specialized in Civil Law & Criminal Laws).
- JUNE 01, 2015 - JUNE 30, 2015
*Designation- **ARTICLE JUNIOR*** under Learned Advocate Mr. Sibaji Sankar Dhar. (Specialized in Civil Law).
- JULY 01, 2015 - DECEMBER 31, 2015
*Designation - **ARTICLE JUNIOR*** under Learned Advocate Mr. H. L. Shukla. (Specialized in Civil Law).
- JANUARY 01, 2016 - MAY 31, 2016
*Designation- **ARTICLE JUNIOR*** under Learned Advocate Mr. SK. Masud Ahammad. (Specialized in Civil & Criminal Laws).
- JULY 01, 2016 - DECEMBER 31, 2017
*Designation- **JUNIOR ADVOCATE*** under Learned Advocate Sanchari Chakraborty & Associates.
- JANUARY 01, 2018 - APRIL 30, 2019
*Designation - **ADVOCATE***
ATO (I) Limited
Kolkata, West Bengal

ATO (Associated Transport Organization) is a certified ISO 9001:2008 company. ATO (I) Limited is one of the largest transportation and logistics companies in India. Here I look into the cheque

bounce cases of the company (138/141 N.I. Act), drafting, filing and execution of suits at National Company Law Tribunal. Visiting and appearing before various court(s) on behalf of the company. Liaisoning with the concerned department for speedy and effective results. Holding conferences and briefing the senior counsels (whenever required).



Computer Proficiency

- MS Office
- Internet
- Certificate in Office Applications conducted by Jawaharlal Nehru National Youth Centre.



Languages

- English
- Hindi
- Bengali



Personal Interests

- Gardening
- Club leadership
- Paragliding
- Travelling



Personal Details
