

CURRICULUM VITAE



ADV. SREELEKSHMY KODAMPALLY

- » **Lawyer**
- » **Business Development**
- » **Admin**

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→ **050-1308699**

→ Flat No 501
Tiger Building
Sharjah, UAE

TECHNICAL SKILLS

MS OfficeMS
excel
MS Powerpoint

INTERESTS

Music & Dance

CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

EDUCATION

Kerala University

BBA, LLB
2019

EXPERIENCE

I) Legal Assistant - Elite Group of Companies UAE, 2021 onwards.

Job Responsibilities:

Vetting contracts
Case follow up
Legal advise
Drafting agreements & contracts
Meeting with lawyers & customers
Negotiation & settlement with customers
Report preparation and reporting to MD

II) Travancore Raise Academy, Trivandrum

Business Development Admin
Feb, 2020 - July, 2020

Job Responsibilities :

Managing and retaining relationship with clients.
Identifying and mapping business strengths and customer needs.
Researching business opportunities and marketing strategies.
Negotiating with stakeholders.

III) Attingal Court

Advocate, Jan, 2020 - Jan, 2020
Experienced in legal advising and client meetings

IV) Bin Eid Advocates & Legal Consultancy, Dubai

Legal Assistant, Oct, 2019 - Dec, 2019
Experienced in Legal Drafting of documents
Attended Client meetings
Maintain customer documents and tracking of data
Handling customer services

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INDUSTRIAL EXPOSURE

FCI OEN Connectors Ltd Internship done on Human Resources Management Topic : Problems of Absenteeism
Kerala State Legal Service Authority Internship done on Mediation. Participated in Mega Adalat.

PERSONAL STRENGTHS

Vivacious
Quick learner
Problem solving skills
Analytics skills
Negotiation skills
Communication skills
Administrative Skills
Team Collaboration
Interpersonal skills

PERSONAL PROFILE

Date of Birth : 27/11/1995
Marital Status: Married
Nationality : Indian
Known Languages: English, Malayala, Tamil
Visa Status: Employment

ACHIEVEMENTS AND AWARDS

- 3rd Rank holder in All India Gurishishya Scholarship Exam.
- 5th Rank holder in All India PCM scholarship Exam.
- State winner in light music. Classical music and mappilappattu in CBSE youth festival.

DECLARATION

I hereby declare that the above mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the correctness of the above mentioned.

Date : 08/08/2023
Place : Sharjah, UAE

ADV. SREELEKSHMY KODAMPALLY