

RESUME

Name: **Reema Amitha Coelho**
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Job Title: Legal Admin Assistant/Customer service Executive /Front office Executive/Administration.

CAREER OBJECTIVES

To serve in a growth-oriented organization for a challenging position offering growth potential and responsibilities. Self-motivated and hardworking for reliable professional progress and career advancement through tremendous determination and dedication.

PROFESSIONAL EXPERIENCE:

Manu Advocates Mangalore -Admin Executive Cum Legal Assistant (July 2015 -Nov 2016)

- Greeting Clients & Booking meetings
- Keeps cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with attorney. Answering & Forwarding phone calls
- Helps develop cases by maintaining contact with people involved in the case; scheduling depositions; preparing and forwarding summonses and subpoenas; drafting complaints; preparing and filing discovery requests; preparing responses to opposing counsel; generating status reports.
- Keeps clients informed by maintaining contact; communicating case progress.
- Maintains case costs by verifying outstanding balances with attorney, clients, and providers.
- Supports case preparation by preparing case summaries and materials for mediation conferences; preparing pleadings; monitoring and obtaining discovery responses; organizing materials for team case review.
- Enhances trial proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed; taking courtroom notes.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Maintaining contact with the people involved in the case; drafting complaints, generating status reports.
- Supports case preparation by preparing case summaries & preparing exhibits: scheduling witnesses.

As and admin support:

- Handle requests, feedback, and queries quickly and professionally
- Arrange executive travel, hotel and dining arrangements as needed
- Take dictation and meeting minutes, accurately enter notes and distribute
- Monitor office supply levels; reorder when appropriate
- Maintain strong relationships with vendors and keep data in order to get the best services
- Produce professional-quality reports, presentations and briefs

- Develop and carry out an efficient documentation and filing system for both paper and electronic records
- Delegate tasks as appropriate to other members of the team

Internship Experience and Honors:

- September 2014-April 2015: Clinical Course: Inclusive of Moot Court training and extensive internship under an advocate with an overview of the functioning of trial courts, observation of plea negotiations and a variety of pre and post-trial court hearings.
- Participated in the class Mock Trial
- Research in Psychology
- Been an active member of National Service Scheme (N.S.S) and participated in various activities for the betterment of the society.
- Honours Programme in Human Resource

PROFESSIONAL QUALIFICATION

- LLB SDM Law College, Mangalore, India in the year 2015

EDUCATIONAL QUALIFICATION

- Graduated in Bachelor of Arts from St. Agnes College, Mangalore University, India in the year 2012.
- Pre-University Schooling (P.U.C) from St. Agnes College Mangalore, India in the year 2009.

Computer Proficiency

- Microsoft office - Ms-Word, Internet, MS-Excel, MS-Power Point, MS-Access, outlook.

Strengths

Leadership Quality, Hard Working, Trust worthy, Confident, Team Leadership
Strong verbal communication, development aptitude

Personal Details

Date of Birth	:	15/11/1991
Nationality	:	Indian
Marital Status	:	Married
Sex	:	Female
Passport #	:	N3432506
Languages Known	:	English, Hindi, Kannada, Tamil.
Visa Status	:	Visit Visa. – Valid till Dec 2-2019

Interest:

Reading articles related to management, giving power point presentation and participating in group discussion.

I assure you that the above furnished information is true to the best of my knowledge and belief.

