



AMEER . K. R

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### Personal profile statement

I am an articulate, organised and driven professional with a passion for helping people overcoming their problems. I take great pride in my work and ensure that all the advice and guidance I offer to my clients is of the highest standard. Giving exceptional customer service is one of my greatest strengths.

- Client focused , computer-savvy legal assistant with history of exemplary – rated performance within a leading practice law firm
- Highly professional assistance with a comprehensive command of legal office, administrative and clerical support functions combined with knowledge of legal documents, and legal procedures.
- Dedicated reliable and able to handle a high volume of assignment, known for positive attitude and flexibility always willing to change work tasks and assist attorneys and paralegal throughout the firm.

### SKILLS

- Knowledgeable: I have studied the law for many years, and I have developed a pragmatic approach to complex legal issues, ultimately benefitting my clients with accurate and up-to-date advice.
- Communication Skills: I am an eloquent individual with excellent listening and presenting skills. Over the years, I have effectively interacted with numerous people, and I have learnt to practice humility and think before I speak.
- People Skills: I have experience of working with people from different backgrounds, ages, and professional levels, enabling me to build strong relationships and trust with my clients.
- Capable of assimilating complex arguments, analysing situations and suggesting solutions.

- Proficient in all accounting softwares
- Commitment to maintenance of accounting principles.

#### COMPUTER LITERACY

- Well versed with MS Word , MS Excel and the internet.
- Familiar with legal research program
- Familiar with Tally ERP 9 and other accounting softwares.

#### ACADEMIC QUALIFICATION

- Law graduation- Session – 2009-2012- from Karnataka Law University
- Commerce Graduation ( Bcom)-Session - 2002-2005- from Calicut University

#### MAIN DUTIES PERFORMED

- Providing legal expertise, advice and guidance to a broad range of customers
- Interviewing clients by telephone or face-to-face, to address their issues
- Drafting up legal documents including contracts and statements of fact
- Auditing and reviewing legal documents
- Negotiating contractual legal clauses on behalf of the client
- Representing the client during business meetings or court hearings
- Liaising with a wide range variety of clients and involved parties (such as solicitors and insurers) on a daily basis
- Participating in the selection processes for temporary, seasonal and permanent hotel staff.
- Interviewing potential and existing employees.
- Maintaining and updating HR administrative records in accordance with company policy.
- Assisting claimants with their claims from start to finish of a claims process
- Explaining complex legal matters clearly to people who have little or no knowledge of legal matters
- Maintaining the highest standard of customer care at all times
- Prioritising and handling a heavy caseload

- Arranging medical examinations and treatment (when appropriate)
- Dealing professionally with customer feedback, complaints and suggestions

#### WORK EXPERIENCE

- December 2012 – Present      Legal Adviser      Lex-Loci Associates
- July 2009 - March 2012      Hr assistant (Part time) Hotel Crescent Bangalore
- August 2006 - June 2009      Accountant      Navadeepam Finance PVT LTD

#### PERSONAL DETAILS

- Father's Name      : Sulaiman .M
- Date Of Birth      : 19-04-1984
- Marital Status      : Married
- Languages      : Proficient in English , Hindi, Tamil, and Malayalam