

Srishti Gupta

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- Deloitte USI** 21.08.2023 - At present
FTH LEGAL ANALYST
1. Document Review
2. Data Breach
3. Document redaction
- TITAGARH RAIL SYSTEMS LIMITED** 15.05.2023 - 14.08.2023
TRAINEE- LEGAL & SECRETARIAL
Legal Documentation, Legal Research, Drafting of Legal Notice to Government Authorities as related to the company matters and maintaining a case brief of all company matters.
- A.K.Singh & Associates** 02.12.2022 - 05.05.2023
LEGAL ASSOCIATE
1. Drafted applications under SARFAESI ACT and RDB ACT.
2. Drafted Demand Notices for HDFC BANK
3. Drafted Writ Petitions, Contracts and Agreements.
4. Drafted Money Suit and Title Suits.
5. Attended Arbitration and prepared legal documentations for its proceedings.
6. Verifying legal papers and attended conciliation matters.

Education

- South Calcutta Law College, University of Calcutta** 2022
B.A.LLB
74%
- Ballygunge Shiksha Sadan** 2017
WBBHSE
70%
- Ballygunge Shiksha Sadan** 2015
WBBSE
80%

Skills

- Microsoft Excel
- Microsoft office
- Microsoft Word
- Microsoft PowerPoint

Hobbies

- Dancing
- Cooking

- Creativity
- Playing Basketball

Languages

- 1.English 2. Hindi 3. Bengali

Personal Strengths

1. Logical and practical approach towards my work.
2. Good at team work and Independent work equally.
3. Good interpersonal skills
4. Result oriented even under deadline period and pressure conditions.
5. Dedication