

ESHITA BAHADUR

Address: 26 Cabinteely Greens, Dublin 18

Ph no: 0899892923 | email id: eshita.bahadur@ucdconnect.ie

[LinkedIn](#)

An enthusiastic and committed third year Law with Politics student at University College Dublin, with experience as a Legal Secretary in a law firm dealing with personal injuries cases and conveyancing. Seeking graduate recruitment opportunities.

EDUCATION

UCD Sutherland School of Law, Dublin

2017-2021

Bachelor's in Law

Completed Second Year with an average GPA of 3.42/4.2 which is equivalent to an Upper-Second Class Honours or a 2:1 with A- in Company Law and EU Economic Law, B+ in Property Law and A+ in Comparative Politics.

Completed Third Year with average GPA of 3.64/4.2. Received B+ in Banking Law & Private International Law, B- in Commercial Law & Insolvency Law, A in Media Law.

AWARDS

Awarded UCD Embark Award in First Year

2017

Awarded UCD Advantage Award in Second Year

2018

Kothari International School, Noida, India

2014-2017

High School

Completed 12th Grade with an average 93% in Accounting, Legal Studies, Business Studies, Economics and English.

Amongst the Top 12.5% Nationwide Allrounders 2017 in India

LEGAL EXPERIENCE

Intern, Property Department, Fieldfisher LLP Ireland

2020

- Gained experience in commercial conveyancing, prepared documents for closure of sales
- Assisted in drafting contracts, letters and analysis of folios. This was an onsite placement during COVID-19 restrictions.

Legal Secretary, Paul O'Sullivan & Co. Solicitors, Mount Merrion

2019 -

April 2019 - Present

- Drafted legal submissions and papers to be submitted to Court. Assisted in organising remote hearings during COVID-19 restrictions.
- Filled and submitted Personal Injuries Form A for Client to Personal Injuries Board.
- Prepared Discovery for Clients by consolidating medical records, vouchers and medical reports.
- Prepared Draft Contracts for Sale/Purchase and Replies to Requisitions along with draft Section 72 Declaration and Not a Family Home Declaration.

- Prepared and Filed papers for Probate including Inland Revenue Affidavit.
- Assisted in written submissions to the European Court of Human Rights for the recent decision in *Keaney v Ireland* (30 April 2020)

COMMERCIAL EXPERIENCE

Sales Assistant, Currys PC World, Carrickmines

2018 - 2019

- Carried out excellent customer services,
- Trained and Mentored new members of staff
- Worked under pressure, particularly peak sales period
- Achieved daily and monthly sales targets.

Cashier, Burger King, Dublin Airport Terminal 1

2018

- Ensured that customers are served quickly and efficiently
- Keeping account of cash flow in the tills

SKILLS

- Team Player

Worked and achieved sales targets during employment at Currys PC World and Burger King.

- Technology Skills

Proficient in using Microsoft Office Applications and capable of fixing computer issues using command prompt

- Writing Skills

Awarded Best Position Paper for paper on “Sustainable Development in India” in Presidium Model United Nations 2014 held in Delhi, India.

Appointed Vice Editors and Chief for School Magazine in 2015

- Oral Communication

Effectively communicated with customers and clients, providing them with the best products and services.

- Multitasking

Effectively manage attending calls, drafting documents and organisation of workspace

EXTRA CURRICULAR ACTIVITIES

- Appointed Orientation Guide for 2019
- Appointed Peer Mentor for Students for the Academic Year 2018
- Took part in UCD SLS Negotiating Competition 2019 as a Judge
- Participated in Cork IV 2017 as a speaker in the debate and Trinity IV 2017 as a judge.

INTERESTS & HOBBIES

Interested in technology and in learning about new developments in the field. Currently learning data analysis using the programming language R.

REFERENCES - Available on request.