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# PIYUSH THITME

## FE-1 CANDIDATE

### SKILLS

- Analytical Skills and Critical Thinking
- Proficient Communication
- Legal Research and Drafting
- Legal Expertise
- Attention to Detail
- Client Management
- Time Management
- Legal Software and Research Tools
- Discretion and Confidentiality

### EDUCATION

**BACHELOR OF BUSINESS  
ADMINISTRATION &  
BACHELOR OF LAW (BBA-LLB)**  
MUMBAI UNIVERSITY  
2016 - 2021

**MASTERS IN LAW IN CRIMINAL  
JUSTICE AND HUMAN RIGHTS**  
UNIVERSITY OF LIMERICK  
2022 - 2023

### LANGUAGE

English  
Hindi  
Marathi

As a devoted legal professional, I bring a strong academic background and a sincere passion for the field of law. Recently, I completed a master's in law with a specialization in Human Rights and Criminal Justice at the esteemed University of Limerick. I have successfully cleared 6 subjects in the FE-1 examination administered by the Law Society of Ireland in March 2023.

I am now seeking opportunities to learn and enhance my skills and knowledge at a Legal firm. Throughout my academic journey, I have aimed for Legal knowledge, and have graduated with Honors in both Bachelor of Law and Bachelor of Business Administration (BBA-LLB), achieving a GPA of 2.1.

My academic curiosity has also included a Diploma in Cyber Law from the Asian School of Law. I am committed to continuous professional growth and thrive in dynamic work environments that foster collaboration, teamwork, and ongoing learning opportunities. I possess effective written communication and a keen analytical and problem-solving aptitude.

## HOBBIES

- Reading
- Boxing
- Travelling
- Learning new Languages
- Debates

## PROFESSIONAL AFFILIATIONS

- Member of the Bar Council of India
- Member of Bar Council of Maharashtra and Goa
- Licenced Legal practitioner in India

## ACADEMIC ACCOLADES

- Graduated BBA-LLB(Hons) with a GPA of 5.8
- Runner up in BITS-PILLANI Moot Court Competition 2018, Goa
- Passed the All-India Bar Examination within the year of graduation.

## AREAS OF EXPERTISE

- Litigation Management
- Immigration Law
- Healthcare Law
- Court procedures
- Criminal Investigations
- Corporation Litigation
- Consumer Rights Litigation
- Conveyancing
- Family Law

Over the years, my studies have provided me with knowledge of various areas of law. I have studied litigation management, immigration law, healthcare law, court procedures, criminal investigations, corporation litigation, consumer rights litigation and Irish Civil and Criminal law. I find satisfaction in tackling complex legal challenges and learning to apply the law.

I am genuinely eager to contribute my dedication and passion for law to the legal community, and I am excited about the prospect of joining a progressive law firm that values integrity and excellence. My aspiration is to continue growing as a legal professional and delivering exceptional legal services. It would be an honour to serve as an asset to your esteemed organization.

## TECHNICAL SKILLS

- Xero Accounting
- Microsoft Excel
- Microsoft Word
- Google Docs
- Email Marketing
- Photoshop
- Canva
- Microsoft 365
- Dictaphone
- Document formatting
- Editing
- Resizing
- Typing speed 70wpm

## EXPERIENCE

### ● LEGAL CONSULTANT

HRMantra Software Private Limited

2021 - 2022

- Prepared a multitude of commercial suits presented before City Civil courts, and High Court, addressing the issues of non-payment of dues for services rendered, ensuring just compensation for the aggrieved party.
- Proficiently crafted concise and comprehensive summary suits before various esteemed courts, addressing instances of non-performance or breach of contracts, thereby safeguarding the rights and interests of clients.
- Diligently followed up on filed matters, taking appropriate measures to ensure compliance with legal requirements, while meticulously preparing all necessary paperwork to adhere to established standards and procedures.
- Effectively filed essential paperwork to ensure legal compliance, upholding the organisation's commitment to regulatory standards and legal obligations.
- methodically sought and obtained copyright protection for a diverse range of products created by the organisation, safeguarding intellectual property rights and enhancing legal standing.
- Appeared, attended and articulated legal arguments in various legal matters and private complaints, competently representing the organisation's interests and advocating for favourable outcomes.
- Skillfully defended lawsuits initiated against the organisation, employing astute legal strategies and leveraging an in-depth knowledge of applicable laws to protect the organisation's rights and interests.

## ● **LEGAL ASSOCIATE**

JADHAV & CO. ADVOCATES

1st Sept 2020 - 15th Dec 2020

- Dutifully attended to a wide range of matters encompassing matrimonial disputes, domestic violence allegations and bail applications ensuring diligent representation
- Thoroughly prepared various documents pertaining to Succession Certificate and Heirship certificate matters, exercising precision and adherence to legal requirements.
- Conducted extensive research on case laws, both for litigation and non-litigation endeavours, demonstrating an unwavering commitment to legal scholarship and comprehensive analysis.
- Expertly drafted Conveyance deeds to facilitate Deemed Conveyance transactions, ensuring legal precision and compliance with pertinent legal provisions.

## ● **LEGAL ASSOCIATE**

SHREE & CO. ADVOCATES

1st June 2019- 1st August 2020

- Engaged in drafting meticulously crafted agreements, documents, applications, legal notices, appeals, and petitions about complex litigation matters, diligently representing clients before a multitude of esteemed Tribunals, including the Thane District Court and the Bombay High Court.
- Proficiently prepared and transcribed various documents and correspondences employing a highly efficient Dictaphone system.
- Efficiently administered client affairs and performed administrative duties, encompassing the skilful composition of engagement letters and update emails.

- Meticulously monitored and tracked the progression of cases, maintaining an organized daily board to ensure comprehensive oversight of case updates and relevant matters.
- Skillfully formulated and drafted complaints and written submissions for presentation before the esteemed Consumer Court.
- Conducted exhaustive research on case laws, demonstrating a deep commitment to comprehensive legal analysis and strategic litigation practices.
- Provided invaluable assistance to senior advocates/solicitors, offering support in the meticulous preparation of compelling arguments and comprehensive briefings for complex litigation cases.
- Demonstrated astute proficiency in handling routine court procedures and establishing professional rapport with clients, facilitating seamless and effective client interactions.

## ● **LEGAL SECRETARY**

### POLITE CONSULTANCY SERVICES

1st April 2018 - 1st Sept 2018

- Efficiently and accurately prepared and submitted Provident Fund (PF) documents for employees to the Employees' Provident Fund Organization (EPFO).
- Dutifully processed and submitted Employees' State Insurance Corporation (ESIC) contributions for employees.
- Vigorously upheld compliance with diverse requirements set forth by the PF office.
- Effectively administer the registration process for PF and ESIC on behalf of employees, assiduously attending to all necessary procedures.

In terms of practical experience, I have gained valuable insights and honed my legal skills through positions as a Legal secretary and legal Associate at reputable Law firms. I have the ability to draft a wide range of legal documents, including agreements, applications, legal notices, appeals and petitions for litigation matters. I am adept at conducting thorough research on case laws and providing assistance to senior advocates/solicitors in preparing arguments and briefings. I pride myself on my professionalism, attention to detail, and ability to handle regular court procedures and client interactions. I am also proficient in utilizing various legal software and tools to streamline processes and enhance efficiency. driven by a genuine passion for law, I am dedicated to positively impacting the legal field. I am eager to contribute my skills and knowledge to a reputable law firm and am open to collaborative work that allows me to grow personally and professionally.

## REFERENCES

Available upon request