

Key Legal Expertise

Legal Drafting: Contracts, Agreements, Notices, Complaints, Petitions

Civil and Criminal Litigation

Cheque Bounce Cases (Section 138, Negotiable Instruments Act)

Arbitration & Alternative Dispute Resolution (ADR)

Labour Law & Employment Disputes

Insurance Claims and Litigation

Banking Law: Document Vetting, Recovery, and Compliance

RTI Applications and Proceedings

Computer & Legal Research Skills

Diploma in Computer Applications (120 Hours)

Proficient in MS Office (Word, Excel, PowerPoint)

Legal research through online databases and portals

Internet and email communication for case correspondence and e-filing

Languages Known

English Hindi Punjabi

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Date:

Place: Hoshiarpur, Punjab

(Alisha)