

GURSIMRAN KAUR

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CAREER OBJECTIVE

Motivated and detail-oriented professional with strong research and communication skills. Experienced in creating clear and engaging content, managing tasks efficiently, and supporting team goals. Brings a proactive mindset and a collaborative approach to solving problems and achieving results.

WORK EXPERIENCE

Assistant Manager at Ryaz.io

06/2022 – Present

- Supported daily team operations through efficient planning and task coordination.
- Collaborated with the finance team to manage financial planning and accurate financial records.
- Ensured timely submission of reports and assisted key personnel.

Legal intern at Law Vita

06/2025 – Present | Part-Time

As a legal intern at Law Vita, I design content for their social media platforms and occasionally deliver legal lectures on their YouTube channel.

Chambers of Adv. J.S Basra, District Court, Jalandhar

02/2025 - 04/2025

- Observed court proceedings and legal procedures.
- Conducted research on current legal issues and compiled key evidence.

Law Vision

09/2024 – 10/2024

- Researched and wrote detailed papers on contemporary legal topics for publication.
- Created engaging legal posters, reels and promotional content using Design tools.
- Designed content for a website, blending creative visuals with clear legal themes.

Legal Research Intern

01/2024 – 02/2024

- Wrote legal articles and case briefs.
- Honed research skills and the ability to communicate public speaking and critical thinking skills.
- Wrote an essay on a notable legal personality.

EDUCATION

LL.B. Three Year Course

Saint Soldier Law College
Jalandhar. Punjab

Bachelor of Arts with Honors in political science

D.A.V. COLLEGE JALANDHAR
(GNDU University)

12th: Humanities

DAV COLLEGIATE SENIOR SECONDARY SCHOOL

SKILLS

Communication

Teamwork

Critical thinking

Knowledge of taxes

Tax filing support

Adaptability

Time management

Design tools expertise (Figma, Canva)

Report creation and record-keeping

Microsoft Office proficiency