

YASHIKA BAJAJ

BRANCH MANAGER & LEGAL ADVISOR

Address: H.No 17, Royal Enclave, Deep Nagar, Opp. Ram Bagh, Jalandhar Cantt

Contact No.: 9877945628

Email ID: yashubajaj786@gmail.com

PROFESSIONAL SUMMARY:

Passionate and client-focused Branch Manager and Legal Advisor with 2 years of Experience in the Immigration Industry. Dedicated to providing exceptional legal representation and guidance to clients navigating complex Immigration Processes.

WORK EXPERIENCE:

Branch Manager (*Jul 2023 – Present*)

Legal Advisor & Visa Counsellor (*Feb 2023 – Present*)

Redefine Immigration Solutions Private Limited, Jalandhar (Feb 2023 – Present)

Duties Performed:

- 1. Providing Counselling and Filing (Provided Counselling for Work Permit, Permanent Residency, Tourist/Visitor Visa for different countries);*
- 2. Responsible for performing of HR Duties such as Ad posting and hiring, Framing and Implementation of Policies;*
- 3. Maintain Books of Accounts (Inflow and Outflow of Cash);*
- 4. Drafting of various Agreements, Retainers and affidavits of all kinds, etc.*

Junior Advocate (Assistant)

Sohit Talwar & Associates, Jalandhar (Oct 2021 – Jul 2022)

Duties Performed:

- 1. Handling and representing of Criminal and Civil cases in the Court of Law;*
- 2. Registering New cases and Getting dates;*
- 3. Recording and showcasing Evidences for all cases, etc.*

IELTs Trainer

Touchstone, Jalandhar (Jun 2021 – Sept 2021)

Duties Performed:

- 1. Delivering lessons and high-quality instructions to students preparing for the IELTS exam;*
- 2. Helping students develop their English language skills in all four modules (reading, writing, listening, and speaking);*
- 3. Conducting practice tests, etc.*

Intern & GR (Group Representative)

Adv. Opinderjit Singh & Associates, Jalandhar (2020 – 2021)

Duties Performed:

1. Participating in client meetings,
2. Observing client consultations
3. Performed duties of GR, i.e. **Maintaining Attendance, holding Zoom Meetings, etc.**

EDUCATION:

Master of Law (LL.M) {Constitutional Law}

Chandigarh University, Mohali (Jun 2021 – Aug 2022)

80%

Bachelors of Law (LL.B) {TYC}

KCL, Institute of Laws, Jalandhar (Jun 2018 – May 2021)

72.45%

Bachelors of Commerce (B.Com) {Reg}

Lyallpur Khalsa College, Jalandhar (Jun 2015 – May 2018)

60%

12th (Commerce)

Kendriya Vidyalaya No. 4, JRC, Jalandhar (Apr 2014 – Mar 2015)

69.2%

10th

Kendriya Vidyalaya No. 4, JRC, Jalandhar (Apr 2012 – Mar 2013)

8.6 CGPA

ADDITIONAL QUALIFICATION:

Attended Workshop for *Filing of Income Tax Return (ITR)*

By CA Aadhar Sareen

Cleared Entrance Exam and Interview for PhD Law (LL.D)

At Amity University, Gurgaon Campus

PUBLICATIONS:

'An anatomy of Right to Shelter with Special Reference to Deprived Classes'

Characterization in the Book "*Constitutional Safeguards and Rights: National and International Perspective*", edited by 'Dr. Ajaymeet Singh'.

ISBN No.: 978-93-95322-29-6

Name of Publisher: **Trilokrattan Publications**

SKILLS:

Having good command over *English Language*;
Having good knowledge of *Computer Operations*;
Leadership Qualities;
Good Team Player;
Always Eager to Learn.

ACADEMIC ACHIEVEMENTS:

Scored ***University Position multiple times*** in LL.B (*1st and 3rd semester respectively*);
Represented College (KCL Institute of Laws) in ***Quiz at Interstate Level***, *Stood 3rd*;
Participated in ***Declamation Competition*** in College (B.Com, Lyallpur Khalsa College),
Stood 3rd;
Participated in ***Declamation Competition*** in School (12th Standard, Kendriya Vidyalaya No. 4), *Stood 2nd*;
Represented School at ***National Level in Social Science Exhibition***, (11th Standard, Kendriya Vidyalaya No. 4).

INTERESTS:

Reading
Cooking
Net Surfing
Watching Documentaries.
Poetry

LANGUAGES:

English
Hindi
Punjabi

PERSONAL DETAILS:

Date of Birth : ***25/05/1997***
Marital Status : ***Single***
Nationality : ***Indian***
Gender : ***Female***

DECLARATION:

I affirm that that the above written statements are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Adv. Yashika Bajaj