

# ASWIN. J

Hari Bhavan, TC 49/125  
Kamaleshwaram, Trivandrum,  
Kerala, India, 695009 |  
+91 9995558131  
[aswinj289@gmail.com](mailto:aswinj289@gmail.com)

**Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibility to meet team goals.**

## Professional Experience

---

### **Advocates Anees Rasheed and Sareena Law Office [February 2022 – present] Junior Associate**

- Performed daily administrative tasks including filing, and organizing documents
- Assisted with client inquiries
- Greeted clients and responded to their questions
- Identified and resolved client issues in a timely manner
- Researched and prepared reports
- Drafting Legal Documents.
- Organizing and Maintaining Legal Documents
- Court Work

## INTERNSHIP

---

### **Milma Dairy Plant, Trivandrum (Observership) (April, 2021)**

- Observed closely how the factory was run efficiently and the effective management of workforce at the facility.

### **The Kerala State Information Commission, Trivandrum (March, 2021)**

- I got to attend various complaint hearings and appeal petitions, also got to know more about the procedure that are to be followed.

### **Confederation of Consumer Vigilance Centre, Trivandrum (Nov, 2020)**

- Here I was able to learn more about the steps that were taken for the protection of consumer rights.

## Education

---

### **Mar Gregorios College of Law, Trivandrum, Kerala**

### **5 Year Integrated BBA LLB Professional Degree Course in Law and Business Management**

[November 2016 - November 2021]

Completed Various Internships and Projects relating to Law and management during this period.

## Key Skills

---

- **Relationship Building**
- **Verbal and Written communication**
- **Research**
- **Goal Oriented**
- **Key Decision Making**
- **Time Management**
- **Customer Handling**
- **Teamwork**

## Languages

---

- **English - Expert**
- **Malayalam - Expert**
- **Tamil - Amateur**