

# **RAHEENA P I**

## ***Legal Consultant***

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## **PROFESSIONAL SUMMARY**

Experienced lawyer with 5 years of practicing various courts across India, including District Courts High Courts, Tribunals and Supreme Court of India. Practice in contract negotiations, and legal research. Proven expertise handling wide range of Civil, Criminal, Service Law, Family Law, Arbitration and commercial litigation matters including Contract Disputes, Property Law, Consumer Protection and regulatory compliance. Adept at legal research, drafting pleadings, arguing motions, and managing case strategy from inception through resolution.

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## **PROFESSIONAL EXPERIENCE**

### **Lawyer**

#### **Samatha Law Chambers, Kerala-India**

**March – 2022 – May 2025**

- Drafted and filed petitions. appeals, revisions, Interlocutory application before the Court. Organized and maintained comprehensive case files, ensuring all evidence, legal documents, and correspondence were systematically filed and readily accessible for court hearings and client meetings.
- Conducted legal research on various laws and case precedents, drafted pleadings, affidavits, contracts, and agreements for court proceedings.
- Documentation and prepared vetted legal documents for loan agreements and commercial purpose.
- Assist with compliance and interpretation of Industrial Disputes Act, including documentation in Industrial Dispute matters for employees.
- Represented before various Courts in hearings and litigation process; tracked case progress; communicated regularly with clients and co-counsel.
- Maintain Legal and administrative records and legal accounts. Monitored and managed legal calendars, scheduling court appearances, client appointments, and filing deadlines to ensure timely and efficient case progression.
- Attended pre-litigation mediation sessions to facilitate out-of-court settlements and dispute resolutions.
- Handled procedural compliance for court filings including e-filings and follows up with registry and court officials.

- Provide legal advice and guidance to clients on various legal matters, collaborate with internal team to provide legal support for legal operations and maintain client confidentiality and adhere to ethical standards.

**Associate (Arbitration & Conciliation Litigation)**

**Ernakulam, Kerala**

**March 2020 – March 2022**

- Managed arbitration & Conciliation proceedings
- Prepared case filings, statements of claim,
- Coordinated with arbitrators and Counsels.

**Legal Assistant to Public Prosecutor**

**National Investigation Agency (NIA) / CBI Special Court**

**May 2019 – March 2020**

- Assisted the Public Prosecutor, appearing before the CBI Special Court
- Conducted in-depth legal research on the Unlawful Activities (Prevention) Act, 1967 and national security laws.
- Maintained case records, ensured timely filing of documents, and monitored court schedules and deadlines.

**EDUCATION**

**LL.B.** (Bachelor of Laws)

Government Law College, Ernakulam (University of Calicut)

2011 – 2014

**B.A. English Literature**

University of Calicut, Kerala

2007 – 2010

**BAR ADMISSION & CERTIFICATIONS**

- Qualified All India Bar Examination (AIBE), 2015
- Enrolled with the Kerala State Bar Council, May 24, 2015

**LANGUAGES**

- English (Fluent)
- Arabic to read and write

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**Current Status :**

**Available in UAE, Immediate Joiner, Ready for relocation.**