



# Obeid

## Abdul Majeed

### ADMINISTRATOR

Enrolment No: K/1951/2022

Dubai



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## SKILLS

- Legal Research
- Drafting
- Documentation
- Scheduling
- Client management
- Debate and negotiations
- Office Administration
- Microsoft Excel
- Compliance management
- Team Collaboration

## PASSPORT DETAILS

Passport No. : V4200190  
Date of Issue : 11/11/2021  
Expiry : 10/11/2031  
Dob : 06/06/1997  
Place of birth : Amala Nagar, Kerala  
Nationality : Indian

## ABOUT ME

Focused, confident and committed Administrator with strong finance and legal background. Interested in working with major firms. Possessing a comprehensive understanding of legal principles and business concepts, coupled with excellent analytical and problem solving skills and i tried in vast based environments and excelled in multi tasking. Skilled in office management and data organization, and effective communication, I am enthusiastic about contributing my expertise to support and enhance administrative and legal functions within an organization.

## EXPERIENCE

Legal Administrator

July 2022-2023

Adv. V. Sethunath Associates

High Court of Kerala, India

- Participated in the hiring and training of legal department employees and managed the departments administrative tasks.
- Managed the budget for the office, tracking expenses and ensuring cost-effectiveness in procurement and operations.
- Identified cost-saving opportunities, leading to a 10% reduction in office expenses within the first year.
- Ensured adherence to legal regulations and internal policies, maintaining compliance across all operations.
- Managed administrative staff, conducted performance evaluations, and coordinated training programs to enhance team efficiency.
- Booking appointments, maintain confidential reports and prepare correspondence. Maintained and organized legal documents, contracts, and corporate records. Establish efficient systems for documentation.
- Monitor departmental deadlines and calendars and send reminders as needed. Also maintained confidentiality of sensitive documents and restricting access to authorized personnel.
- Distributed meeting minutes and agendas on all aspects of team events and function.

Legal Secretary

03-2022 - 07-2022

Adv. Pavithran.A.V. Associates

High Court of Bombay at Goa

- Liaising with clients, providing updates, and gathering necessary information.
- Scheduling meetings, court appearances, and deadlines for attorneys.
- Drafting and responding to legal correspondence on behalf of attorney also ensuring that legal documents comply with relevant laws and regulations.
- Arranging and coordinating meetings, depositions, and conferences for legal teams.
- Conducted conflict of interest checks for new clients and matters and researched on case laws, statutes, and regulations to support attorneys.
- Preparing and filing legal documents.
- Drafting and formatting legal documents, including correspondence, pleadings, and contracts.

## LANGUAGES

English

Hindi

Arabic(R/W)

Malayalam

Tamil

## INTEREST

Travelling

Fitness

Sports

Community involvement

## STRENGTHS

Risk Assessment

Communication Skills

Research Skills

People Skills

## ACHIEVEMENTS

Enrollment member:  
Bar council of India(2022)

All India Bar Examination (AIBE)  
Certificate Holder 2023

Completed course on corporate  
litigation:  
Drafting and Pleading under legal  
expatriate

Administration officer

### Minority College, Pattambi

1-2020 - 08- 2020

- Main duties include managing office , preparing regular reports (e.g. expenses and office budgets) and organizing company records.
- Ensuring disciplinary procedure as per law , handling admissions, maintaining discipline, co-ordination of all administrative activities, organizing the events of the college,

Internship

### Adv.Prabhakaran

12-2020 - 06-2021

- Conduct research on variety of items including checking on precedents, past legislation or basic case fact checking as well as dealt with bounced cheques.
- Assisted in drafting numerous documents & arguments while meticulously researching case law resulting in case success.
- Attend court hearings and other case events .

Internship

04-2019 - 05-2019

### Adv.Surjith kottayil

- To perform research and write memorandum, Legal research on Corruption Act, Real Estate policies, corporate law, competition law and legal ethics.
- Following up with the case updates in order to take the next step.
- Client Assistance and Aiding lawyers with paperwork and courtroom.

## EDUCATION

**Bachelor of Law (LLB)**

2018-2021

University of Calicut

**Bachelor of Commerce (Computer Application)**

2015-2018

University of Calicut

**Higher Secondary Education**

(Central Board of Secondary Education-CBSE)

## REFERENCE

Available on Request