



# SACHIN BASWAL

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Dubai, UAE

## ACADEMIC CREDENTIALS

- 2018 • **LL. B**
- University of Delhi
  - Campus Law Center -2
- BACHELOR OF ARTS**
- 2012 •
- University of Jamia Millia Islamia, New Delhi, India
- HIGHER SECONDARY**
- 2008 •
- CBSE, New Delhi, India
- SSLC**
- 2006 •
- NIOS, New Delhi, India

## CERTIFICATIONS

- Member, Bar Council of Delhi
- Member, Saket Bar Association
- Successfully cleared the All-India Bar Council Examination

## COMPUTER PROFICIENCY

MS Office ★★★★★

Basic Operations ★★★★★

Internet & Email ★★★★★

Typing Speed : 35 Words pm

## LANGUAGES KNOWN

English ██████████ 100 %

Hindi ██████████ 100 %

## PROFILE SUMMARY

Highly accomplished legal professional with 5 years of diverse experience in legal roles, including Independent Advocate, Paralegal Executive, and Junior Advocate. Proficient in legal research, case management, and advocating for clients in civil and criminal matters. Skilled in client consultations, document control, and maintaining ethical and empathetic approaches. Strong problem-solving and communication abilities, with a commitment to legal ethics.

## KEY SKILLS

Teamwork

Work Ethic

Compliance

Litigation

Trial preparation

Case management

Legal research

Intellectual Property

Punctual

Hardworking

Analytic Skills

## EMPLOYMENT CHRONICLE

### PARALEGAL EXECUTIVE | October 2022 – September 2023

EXL SERVICES - NOIDA, U.P, INDIA

Department: Insurance Platform services department

- Assisted seniors at EXL and EXL clients (Hanover Insurance Company, USA) for case creation, documents creation, sending emails responses regarding case creation and documentation, email uploading etc.
- Assisted in the creation and management of cases, ensuring that legal documents were planned and prepared promptly as per requests.
- Pursued additional training opportunities to enhance skills and develop new techniques within the field.
- Maintained regular and effective communication with the legal team at EXL, particularly in handling an international client caseload.
- Established strong rapport with individuals, whether in virtual or in-person settings, fostering trust and reliability.
- Conducted thorough legal research to compile essential evidence for cases, ensuring comprehensive case support.
- Reviewed case files and monitored their progression to ensure compliance with relevant legislation.

## PERSONAL STRENGTHS

- **LEGAL RESEARCH:** Proficiency in conducting comprehensive legal research to build and support cases.
- **CASE PREPARATION:** Skill in preparing and organizing legal cases, including gathering evidence, drafting legal documents, and developing legal strategies.
- **CLIENT CONSULTATIONS:** Ability to effectively communicate with clients, understand their needs, and provide legal counsel and guidance.
- **COURT APPEARANCES:** Experience in representing clients in court proceedings, including hearings, trials, and other legal appearances.

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 17/08/1989  
Nationality : Indian  
Marital Status : Married

## DRIVING LICENSE DETAILS

Holder of Valid **Indian** Driving License

## PASSPORT DETAILS

Passport Number : P3843489  
Date of Expiry : 21/07/2026  
Place of Issue : New Delhi,  
India

## REFERENCE

- Available upon request

## LEGAL ASSISTANT & JUNIOR ADVOCATE | October 2018 – September 2022

### NARESH KUMAR ASSOCIATES & LAW FIRM

- Case Filing (Physically and Online) in districts courts, Drafting Complaint and Legal Notices, Legal Research Work, Client Dealing, and assisting the seniors.
- Represented clients in a wide range of civil and criminal matters at both district and high court levels.
- Conducted comprehensive legal research to thoroughly understand the nuances of each case. This involved studying statutes, case precedents, and legal literature to build a strong foundation for case preparation.
- Represented clients in various courtroom settings, effectively presenting cases, cross-examining witnesses, and articulating legal arguments.
- Engaged in negotiations with opposing counsel to reach favourable settlements when appropriate.

### INTERNSHIP | April 2018 – September 2018

#### NANDWANI & ASSOCIATES - NEW DELHI, INDIA

- Managed a diverse caseload, which encompassed cases related to Insurance Consumer matters, Motor Accident Claims Tribunal (MACT), and both Civil and Criminal issues.
- Conducted comprehensive client assessments to gain a profound understanding of their legal concerns, providing informed advice, and fostering trust and reliability.
- Legal Research: Conducted extensive legal research to ensure a thorough understanding of case details and relevant laws and regulations.
- Engaged in detailed client consultations to gather information about their goals, legal concerns, and specific case details.

### SALES EXECUTIVE | March 2013 – June 2014

#### MY MONEY MANTRA

- Marketed various insurance products, including health and automobile coverage, to both companies and individuals.
- Responded to inquiries and addressed the concerns of policyholders regarding their insurance claims and policies.
- Explained features of policies outlining both their advantages and disadvantages
- Sent payment reminders for premium and notified customers for due date of policy.

### JUNIOR SALES EXECUTIVE | August 2012 – February 2013

#### VIJAY SALES

- Promoted and marketed a wide range of electronic devices.
- Provided detailed explanations of the functionalities and attributes of electronic products to customers.

## DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

**SACHIN BASWAL**