SHINI MARY SANU

**CLIENT ACQUISITION OFFICER| OFFICE ADMINISTRATOR | HR ASSISTANT | OFFICE ASSISTANT |**

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# OBJECTIVE

**Detail-oriented professional with over 3+ years of experience in Legal officer & Client Acquisition officer Role. Skilled in Office Administration, HR Assistant, office assistant & documentation**. Seeking a Client Acquisition or HR assistant position to apply my expertise in Client relationship management, Market research & analysis, recruitment support, employee’s records management, payroll, compliance, policy enforcement HR systems, reporting and process optimization to contribute effectively to organizational growth.

# AREAS OF EXPERTISE

 **Documentation** – Accurate handling of reports, statements, and records.

 **HR Assistant** – Support in administrative tasks and smooth HR operation.

 **Digital marketing & Lead generation**–Knowledge in online lead generation tools & various market strategies.

 **Record Management** – Manage records for employees and managing contracts, agreements, reports.

 **Compliance Reporting** – Ensuring legal and financial standards are met.

 **Negotiation & Closing deals** – Confidently handling objections from the clients.

 **Office Organization** – Manage and schedule meetings and agendas.

# EDUCATIONAL QUALIFICATIONS

**BACHELOR OF COMMERCE (BBA) WITH LLB**

Mar Gregorios College of Law, Thiruvananthapuram, India | 2021

# WORK EXPERIENCE

## JUNIOR LAWYER

**LEELA & Associates, Cochin, Kerala, India | March 2023 – April 2025**

 Practiced as an Advocate with 2 years of experience in Family, Civil & Banking law.

 Reviewed contracts and agreements focusing on financial obligations and payment terms.

 Prepared and maintained legal records, documents, and case files.

 Drafted legal documents with precise clauses addressing monetary risks and liabilities.

 Attend client meetings, court hearings, and follow up on proceedings

 Coordinated client settlements, ensuring proper documentation and timely payment disbursements.

 Supported payroll queries by interpreting employment laws and compensation structures.

 Support dispute resolution, settlement discussions, and negotiation of legal agreements.

**JUNIOR LAWYER**

**Manoj Mathew Associates, Pathanamthitta, Kerala, India | April 2022 - March 2023**

 Practiced as an Advocate with 1 year of experience in Civil, Criminal & Family law.

 Draft legal notices, affidavits, pleadings, and formal correspondence for clients.

 Managed several family law matters such as divorce, child custody, maintenance & DV.

 Handled civil cases including property disputes, partition suits & injunctions.

**CLIENT ACQUISITION OFFICER**

**Core INTERTECH Services PVT. LTD , Cochin, Kerala, India | November 2021 – April 2022**

 By identifying, approaching and converting potential clients into active business relationships.

 Schedule meetings, interviews, maintain agendas and front desk coordination.

 Maintained records of trainees and records of employee’s and support day to day operations.

 Organize training programs, workshops, and official events, handle routine office communication.

# PROFESSIONAL & TECHNICAL SKILLS

 Financial Documentation

 Invoice Management

 Payroll Processing

 Budget Analysis

 Market Analysis

 Compliance Account

 Reconciliation

 Report Preparation

 Legal Documentation

 Court Procedures

 Legal Compliance

 Client Consultation

 Real Estate Law

 Regulatory Knowledge

 MS Office

 Report Writing

 Billing & Invoicing

 Compliance Documentation

 Lead generation

 Data Entry Accuracy

 Accounts Payable

 Accounts Receivable

 Report Generation

 Risk & Liability Review

# SOFT SKILLS

 Attention to Detail

 Time Management

 Analytical Thinking

 Problem Solving

 Team Collaboration

 Verbal Communication

 Written Communication

 Confidentiality

 Adaptability

 Organization

 Multitasking

 Critical Thinking



# CERTIFICATES

 Introduction to Human Rights & Alternative Dispute Resolution – EjusticeIndia.

# PERSONAL DETAILS

 Visa Status : Visting Visa valid until july 2025

 Nationality: Indian

 Languages : **English** - Professional Proficiency | **Malayalam** - Native Proficiency

# REFERENCES

Available upon request