

Arghya Sen

Legal Associate

Experienced Legal Associate with over 3 years of experience in Quislex Legal Service Pvt Ltd. Excellent reputation for resolving problems and improving client satisfaction. Reviewed, analyze, abstract and summarize Master Service Agreement, Statement of Work with final review by attorneys- including: Confidentiality-Non Disclosure, Software License Agreements.

Contact

Address

Hyderabad, TG, 500084

Phone

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E-mail

arghyasen091@gmail.com

Skills

Team support	■ ■ ■ ■ ■
Self Motive and Good Team Player	■ ■ ■ ■ ■
Drafting and maintaining regular client feedback and internal project specific updates	■ ■ ■ ■ ■
Helping team to solve project specific issues	■ ■ ■ ■ ■
Ability to perform under pressure and meet deadline	■ ■ ■ ■ ■
Contract reviews and edits	■ ■ ■ ■ ■
Telephone etiquette	■ ■ ■ ■ ■
Proficient in MS Excel and Powerpoint	■ ■ ■ ■ ■
Interpersonal and written communication	■ ■ ■ ■ ■
Proficient in Ebrevia Contract Management Tool	■ ■ ■ ■ ■

Software

EBrevia	■ ■ ■ ■ ■
MS Office	■ ■ ■ ■ ■
MS Power Point	■ ■ ■ ■ ■
Relativity	■ ■ ■ ■ ■

Languages

English	■ ■ ■ ■ ■
Hindi	■ ■ ■ ■ ■

Work History

2017-12 - Current

Legal Associate

CURRENTCOMPANY:QUISLEXLEGALSERVICESPVT.LTD, Hyderabad, Telangana

In the field of Contract:

- Abstraction of Commercial contracts
- Contract summarization
- Drafting Contracts based on pre-agreed precedents guidelines
- Uploading and maintenance of contracts in client database
- Review of Legal Contracts and documents viz. License Agreements, Service Agreements, Non-disclosure Agreements
- Review of Legal Contracts viz Partner Membership Agreement, Reseller Agreements
- Reviewing analyzing and abstracting Software and data License agreements, Master Service Agreement (MSA), Statement of Work (SOW), Service Level Agreement (SLA), Data Processing Agreement (DPA)
- Coordinated changes to agreement which might occur during contract lifetime.
- Experience in dealing with various financial agreements with largest Investment banks all over the world and financial Institutions.

In the field of Litigation:

- Reviewed documents for relevance e and privilege in the context of RMBS lawsuit and US DOJ antitrust investigation
- Verified documents with client with quality and client requirements
- Performs confidentiality redaction
- Summarized voluminous documents
- Assisted with data intensive litigation research projects
- Ascertain privilege document
- Drafting and maintaining client query and feedback

2016-12 - 2017-12

Research Associate

Offshore Research Partners, kolkata, West Bengal

- Helped team meet regulatory requirements by coordinating documentation and filings.
- Experience in Expert Witness Profile, Expert research on Demand (EROD) and Enhance Challenged Report
- Worked in Docket Database 1
- Competent in opinion and case law database
- Prepare forms of expert with the help of Daubert tracker, Thomson Reuters Westlaw
- Gathered, arranged and corrected research data to create representative graphs and charts highlighting results for presentations.
- Distilled large amounts of information and produced reports, spreadsheets and documents outlining key details.

2014-12 - 2016-12

Advocate

Sr. Advocate Amales ray, Kolkata, West Bengal

- Worked effectively with fellow team members to coordinate effective solutions to any question or concern.
- Organized supporting documentation for individuals under evaluation and coordinated paperwork transfers to correct staff members.
- Legal drafting on civil law and writ petitions relating to education, service matter, panchayats
- Legal drafting on criminal cases under Section 438 and 498A



Education

2009-07 -
2014-07

LL.B.(Hons.): Law

S.K Acharya Institute Of Law - Kalyani
Graduated with 57.35%

2013-12 - 2013-12

Internship: Law

Kalyani Sub-Divisional Court - Kalyani

2007-03 -
2009-03

West Bengal Council of Higher Secondary Education : Commerce

Siliguri Boys' High School - Siliguri
Obtained 58.83% in WBCHSE

2013-05 -
2013-06

International Law: Law

The Indian Society Of International Law - New Delhi
12th Summer course on International Law

2004-03 -
2007-03

West Bengal Board of Secondary Education

Siliguri Baradakanta Vidyapith - Siliguri
Obtained 61.8% in WBBSE

Certifications

2013-06

Twelfth Summer Course on International Law

Interests

Stock market

Football

Bike riding

Sports

Dance

Listening to music

Socializing with friends and family

Socializing is more positive than being alone, that is why meeting are so popular