**JASWANT SINGH KATARIYA**

**VPO-KIRANJ (SOHNA ROAD),TEH. & DISTT. NUH (HR)**

**Subject: Covering Letter for Resume Submission.**

Respected Madam/Sir,

I am submitting herewith my resume for your kind perusal & favorable consideration for the **Law Profession** in your company.

I am an organized, smart working and dedicated professional with analytical bent of mind and excellent credentials. I am currently working as **Junior Advocate with Mr. Neeraj Gupta (Senior Advocate) at District Courts, Gurugram**. I am **BBA (Management)**, **MBA (Human Resource)** having **2 year** experience as **HR Executive** in **Consolidated Engineering Company** and **Others**. Possess personality traits of punctuality, diligence and superior communication and co-ordination skills, sound decision making and effectively perform in a self directed work environment.

I have received appreciation from my seniors.

For your review and consideration, I have enclosed my resume with details of experience and academic background and key accomplishments. I look forward to a face to face discussion with you at your earliest convenience.

Thank you for your time and consideration.

Cordially yours,

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**Jaswant Singh Katariya**

**(Advocate)**



**E-Mail:** **adv.jaswantsinghkatariya@gmail.com** **Mob. : + 91 9050928698, +91 9896775596 Bar Council Enrollment ID: P/1563/2017**

**JASWANT SINGH**

**LAW PROFESSIONAL**

**CAREER OBJECTIVE :**

To gain greater insight into the field of **Law** by way of exposure to real work atmosphere in a well established organization. Also, to seek a challenging career in the field of **Law** and to channelize my abilities towards individual, organizational and societal benefits which will add value both to me and to the company.

**PROFESSIONAL CUM EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Course/Class** | **University/board** | **Year of Passing** | **Percentage** | **Division** |
| 1. | MBA(HRM & MKT) | MDU | 2012 | 68.45 | First |
| 2. | BBA | MDU | 2009 | 60.90 | First |
| 3. | HSC | HBSE | 2006 | 75.60 | First |
| 4. | SSC | HBSE | 2004 | 72.83 | First |
| 5. | **LLB** | **DBRAU** | **2017** | **55.46** | **Second** |

**COMPUTER SKILLS:**

* Ms Office-Word, Excel, Power point.
* Internet & E-mail etiquette.
* Two year **Certificate of Proficiency** in Basic Computer from **TATA INFOTECK.**

**EXPERIENCE (LAW):**

* Currently Working as **Junior Advocate with Mr. Neeraj Gupta (Senior Advocate) at District Courts, Gurugram.**

**JOB PROFILE:**

* Writing plaint as per Senior Advocate instruction.
* Attending relevant Courts on daily basis as per requirement.
* Maintaining liaison with clients.
* Working as per instruction of senior advocate.
* Assisting senior advocate.
* Taking dates etc. in various cases if required.
* Marking presents in courts on behalf of advocate.
* Visiting various court clerks as & when required.
* Other tasks what the senior assigns.

**OTHER EXPERIENCE (Human Resource): 2 Years**

1. **CONSOLIDATED ENGINEERING COMPANY, IMT ROZKA-MEO, (GURGAON) :**
* Worked as **HR Executive** from 1st November, 2012 to 1st November, 2013.
1. **SWASTIK OUTSOURCING (REGD), GURGAON :**
* Worked as **HR Recruiter** at from July, 2009 to July, 2010.

**STRENGTHS:**

* Punctual, Self Motivation
* Positive Attitude.
* Positive Attitude & Team Spirit.

**PERSONAL DOSSIER:**

* Fathers Name : Sh. Chander
* Address : VPO-Kiranj (Sohna Road) Distt.-Nuh (HR)
* Date of Birth : 23.04.1988
* Nationality : Indian
* Marital Status : Single
* Languages Known : English, Hindi & Haryanvi
* Expected Salary : As per Company Policy

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge & belief and is up to date.

Date: \_ \_ /\_ \_ / 2018

Place: \_ \_ \_ \_ \_ \_ \_ \_

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**JASWANT SINGH**

 **(Advocate)**