

# Arghya Sen

*Legal Associate*

## 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
- Ascertains 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	<b>LL.B.(Hons.): Law</b> <i>S.K Acharya Institute Of Law - Kalyani</i> Graduated with 57.35%
2013-12 - 2013-12	<b>Internship: Law</b> <i>Kalyani Sub-Divisional Court - Kalyani</i>
2007-03 - 2009-03	<b>West Bengal Council of Higher Secondary Education : Commerce</b> <i>Siliguri Boys' High School - Siliguri</i> Obtained 58.83% in WBBSE
2013-05 - 2013-06	<b>International Law: Law</b> <i>The Indian Society Of International Law - New Delhi</i> 12th Summer course on International Law
2004-03 - 2007-03	<b>West Bengal Board of Secondary Education</b> <i>Siliguri Baradakanta Vidyapith - Siliguri</i> Obtained 61.8% in WBBSE

Certifications

2013-06	Twelfth Summer Course on International Law
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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