

ADV. RESHMA RAJ

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Professional Summary

Dedicated and detail-oriented Legal Associate with 2+ years of experience in civil, criminal, and family law. Proven expertise in litigation, legal research, document drafting, e-filing, and client counseling. Adept at managing court procedures, case preparation, and legal compliance. Committed to delivering high-quality legal support and strategic case management.

Education

Bachelor of Laws – B.Com. LL.B , Government Law College, Ernakulam	2017 – 2022
Higher Secondary Education , T.H.S.S. of I.H.R.D., Thodupuzha, Idukki	2015 – 2017

Professional Experience

Legal Associate , Albert Jose and Associates, Idukki, Kerala	September 2023 – Present
• Represent clients in civil, criminal, and family court proceedings. • Drafting legal documents such as legal notices, reply notices, petitions, affidavits, counter affidavits, etc. • E-file legal documents, ensuring timely submission in compliance with court regulations. • Analyze and abstract complex legal documents to prepare case summaries and reports. • Maintain accurate case records and ensure compliance with legal standards. • Coordinate with clients, witnesses, and subject matter experts. • Assist in trial preparations, mediation sessions, and court hearings.	
Legal Intern , Albert Jose and Associates, Idukki, Kerala	August 2022 – August 2023
• Assisted in drafting pleadings and preparing court submissions. • Conducted detailed legal research and provided case summaries. • Maintained accurate legal documentation and office records.	
Legal Intern , The Commissioner's Office, Ernakulam, Kerala	May 2021 – May 2021
• Assisted in understanding government decisions and legal enforcement. • Supported research on administrative laws and regulatory frameworks.	
Legal Intern , Family Court, Ernakulam, Kerala	April 2021 – April 2021
• Observed courtroom proceedings and documented family law cases. • Gained exposure to procedural rules, case management, and family law applications.	
Legal Intern , Police Station, Muttom, Idukki, Kerala	April 2019 – May 2019
• Participated in legal awareness programs. • Assisted with FIR reviews, bail procedures, and documentation processes.	
Legal Intern , NGO Aluva, Ernakulam, Kerala	May 2018 – May 2018
• Participated in educational and social welfare programs for orphaned children. • Assisted in awareness initiatives and advocacy efforts.	

Certifications & Training

eCourts Capacity Building Programme for Advocates (ECT_4_2024-25)

Skills

- Legal Research & Interpretation
- Litigation & Court Procedures
- Legal Document Drafting
- Case Management
- Client Counseling
- E-Filing & Legal Compliance
- MS Office & Documentation
- Legal Abstraction & Analysis

Languages

- English – Proficient
- Malayalam – Native
- Tamil – Intermediate