

Divya C.R

Contact

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Bangalore, KAR 560096

Phone
+91-7795281934

E-mail
Diyadolly777@gmail.com

Skills

Advanced word processing
Very Good

Litigation support
Average

Fluent in legal terminology
Good

Exceptional telephone etiquette
Very Good

Scheduling/Planning
Very Good

Billing Statements
Excellent

Relationship building
Very Good

Organizational Efficiency

Driven Legal Assistant and Executive Assistant with 6+ years of experience in legal Firm. Highly skilled at multitasking and prioritizing tasks to complete projects on time and determine appropriate courses of action. Committed to streamlining processes to facilitate growth in Corporate law.

Work History

Current Company from 2021

Executive Assistant and Secretary
Gallagher Center of Excellence, Bengaluru, Karnataka

- Travel Management, Calendar Management, Concur (SAP)
- Managed accounts and client records of clients observing confidentiality and extreme discretion.
- Invoicing/Billing
- Updated spreadsheets and created presentations to support executives and boost team productivity.
- Used advanced software to prepare documents, reports and presentations.
- Screened calls and emails and responded accordingly to support executive correspondence.
- Answered high volume of phone calls and email inquiries.

**2020-09
2021-04**

Lawyer's Assistant and Secretary
JSA Advocates & Solicitors, Bengaluru, Karnataka

- Worked alongside attorneys, administrative assistants and legal assistants on complex cases and legal processes.
- Managed accounts and client records of clients, observing confidentiality and extreme discretion.
- Updating the Case status.
- Invoicing/Billing
- Updated spreadsheets and created presentations to support executives and boost team productivity.
- Used advanced software to prepare documents, reports and presentations.
- Screened calls and emails and responded accordingly to support executive correspondence.
- Answered high volume of phone calls and email inquiries.
- Facilitated training and onboarding for incoming office staff

Very Good

Case management

Very Good

Document preparation

Very Good

Legal compliance

Very Good

Legal/Court Processes

Excellent

Client service and support

Very Good

Legal Research

Very Good

Court trial attendance

Good

Legal documentation

Very Good

Appointment Scheduling

Excellent

Contract Review

Very Good

Document filing

Very Good

Electronic filing system organization

Very Good

Proficient in MS Office

Very Good

2020-08
2021-03

Executive Secretary

BPE BIOTREE INDIA Pvt. Ltd

- Answered high volume of phone calls and email inquiries.
- Updated spreadsheets and created presentations to support executives and boost team productivity.
- Drafting reports, proposal and memos.
- Worked alongside attorneys, administrative assistants on complex cases and legal processes.
- Calendar management, Expense Management presentations to support executives and boost team productivity.

2017-11 -
2020-08

Executive Secretary

Law Firm - I.Gopalakrishna , Bengaluru, Karnataka

- Updated spreadsheets and created presentations to support executives and boost team productivity.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Answered high volume of phone calls and email inquiries.
- Transcribed phone messages and relayed to appropriate personnel.
- Scheduled appointments, court appearances and depositions for busy law firm.

EDUCATION

Bachelor of Commerce - B.com

Seshadripuram Degree College - Bangalore, Karnataka

Bachelor of Law - LLB

St.Joseph College of Law - Residency Road, Bangalore

Software

Microsoft Word
Excellent

Microsoft Excel
Very Good

SAP (Concur)
Very Good

ERP
Very Good

Outlook
Very Good

Languages

English
Excellent

Kannada
Excellent

Telugu
Excellent

Tamil
Excellent

Hindi
Good

Malayalam
Average

Accomplishments

- Promoted to Legal Assistant after 12 months of administrative assistant work.Facilitated the firm's smooth transition to a paperless system.
- Used Microsoft Excel to develop inventory tracking spreadsheets.

Hobbies

Dancing, Singing, Reading Books and Travelling