


Malairaj Shanmugam

Lawyer

CONTACT

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Ramanathapuram 

Malairaj Shanmugam 

ROLE PLAYED

Law

CEO Assistant

System Admin

Supervisor

QA - Testing

EDUCATION

LL. B – Law 2023

Government law Collage -

Ramanathapuram

B.Sc. Mathematisses 2016 -

Sethupathi Gov Arts

Collage -Ramanathapuram

HSC - State Board – 2013

SSLC - State Board - 2011

SKILLS

Constitution of India

Code of Criminal Procedure

Indian Penal Code

Indian evidence acts

property law

Contract 1 &2

Family Law 1 & 2

IPR

Labour law

Tort Law

PROJECTS

- We researched the Human Rights Commission and thoroughly learned its procedures
- As part of a methodological research on the actions the State is doing to secure criminal justice, we created a project on the cases resolved by the State Human Rights Commission.

Professional Enhancement

Moot Courts

- Participated in the internal college level mood court competition and won November 2022.
- We participated in the Moot Court conducted by the University and won | march 2023.

Certifications

- Inter – Collegiate Virtual Moot Court Competition Commemorating Legal Aid Day 09 November 2021
- I worked in Arsha Seafood Export Company and graduated as the best employee of 2019

Experience / Internship

Arsha seafood exports Pvt Ltd; Chennai: 2017- 2020

- Having 3+ years' experience in Seafood exports domain. Worked very closely & handled CEO operations, sales and QA.
- Having good experience in seafood export shipping, sales and support end to end process.

CEO Assistant

- Manage information flow in a timely and accurate manner
- Act as the point of contact among executives, employees, clients and other external partners
- Rack daily expenses and prepare weekly, monthly or quarterly reports
- Oversee the performance of other clerical staff
- Screen and direct phone calls and distribute correspondence

TECHNICAL SKILLS

Microsoft OS Windows 7+
Microsoft Office 365
Photoshop
Networking
CCTV cameras & Software

PERSONAL DETAILS

Married Status:
Single

Single Date of Birth:
20-04-1994

Language Known:
English & Tamil

Hobbies:
Case law read,
Music, Internet
Browsing, Designing

ACHIEVEMENTS

- I worked in Arsha Seafood Export Company and graduated as the best employee of 2019
- The Award of Excellence for the Best Legal Student of the Academic Year 2022-2023

HR Support

Roles and Responsibilities

- Knowledge sharing
- New employee hiring process
- Social media marketing
- Employee relationship

System Admin

Roles and Responsibilities:

- Report handling
- Network connectivity
- Employee monitoring
- Sales report analysis

Research Intern | First Class Legal Associates | Jan 2022 – Mar 2022

- Accompanied seniors to client meetings to acquire an understanding of case history.
- Investigated on client cases, prepared reports and presented to the Attorney in-charge.
- Drafted all legal documents and case proceedings as requested.
- Maintained and archived records of recent hearings, and upcoming dates.

Intern | District Court, Ramanathapuram | Apr 2022 – Aug 2022

- Learned the rules of court
- I learned how a case is filed
- Assisted counsel in preparing motions and trails, and attended Court Proceeding.
- Analyzed various appeals and conducted research for fact checks.
- I learned that Section 8 of the Arbitration and Conciliation Act compels any judicial authority to refer the parties to arbitration for any action which is deemed to be the subject matter of the arbitration agreement.
- Assisted counsel in preparing motions and trails, and attended Court Proceeding.
- Analyzed various appeals and conducted research for fact checks.

Intern | District Munsif Court, Ramanathapuram | Sep 2022 – Nov 2022

- I learned the rules for registering cases with the District Munsif in which office
- Learned how to file a case in District Munsif Court

- Learned the rules of court
- I learned how a case is filed
- Assisted counsel in preparing motions and trails, and attended Court Proceeding.
- Analyzed various appeals and conducted research for fact checks.

Intern | Family Court, Ramanathapuram | Dec 2022 – Mar 2023

- I learned how to register only family cases, and how to register family problems in court systems
- Learned how to divide family property according to legal terms
- I learned about the law to prevent violence against women who have been deprived of it

Intern | Sub Court, Ramanathapuram | Mar 2022 –May 2023

- Learned how to file and handle cases in Probate Court
- I also learned how clients have avenues for legal redress in pro bono court
- I also learned how to refer a client to the court during a legal case when they are unable to attend court due to circumstances and what the laws are.

Intern | CJM Court, Ramanathapuram | May 2023 – Present

- I also learned how to file a criminal case and the procedures involved
- I also learned how to assist the client in legal ways after registration of FIR
- I learned about motor vehicle litigation and how to get compensation for it