

ABSHA FARVIN C.P

Legal Professional|Immediate joining | Alwasyl,Al Qouz,Dubai|
971 545356079 | abshafarvin0@gmail.com

Professional Summary

Legally trained professional (LL.B.) with hands-on experience supporting litigation, drafting legal documents, conducting case-law research, and managing case files. Skilled in preparing pleadings, briefs, affidavits, and legal documentation with strong attention to detail. Certified in UNCITRAL Arbitration with exposure to dispute resolution and cross-border legal frameworks. Available for immediate relocation to Dubai

Work Experience

- **AUTUMN ROOMS TECHNOLOGIES LLC-FZ,Meydan Grandstand,6th floor,Meydan road,Nad Al Sheba, Dubai**
  Legal Assistant 11/09/2024 - 10/09/2025
  ●Assisted in managing case matters from initiation to closure, including documentation, follow-ups, and deadline tracking.

  ●Conducted legal research, prepared case summaries, and drafted supporting documents for dispute-related matters.

  ●Reviewed, organized, and maintained legal documentation, contracts, and evidence files for internal and external legal proceedings.

  ●Coordinated with senior legal personnel for strategy development, fact verification, and compliance checks.

  ●Prepared detailed reports, legal notes, and correspondence for litigation-support activities.

  ●Supported drafting of notices, client communication letters, and internal compliance documentatio

- **ROOT LEGAL LLP, Kochi, Kerala,India** 06/11/2021 - 10/12/2021
  Intern
  ●Drafted pleadings, affidavits, memoranda, briefs, and legal notices under the supervision of senior lawyers.

  ●Conducted case-law research, analyzed judicial precedents, and prepared research notes supporting litigation strategy.

  ●Assisted in case bundle preparation, document indexing, and evidence organization.

  ●Participated in client briefings and contributed to fact gathering and case preparation for hearings.

  ●Assisted in reviewing legal documents and identifying issues relevant to dispute resolution.

Skills

- Managing client cases from start to finish
- Attending client meetings
- Gathering documents/evidence
- Drafting legal documents (memoranda, pleadings, motions)
- Legal research for litigation strategy
- Working with senior associates

Core Competencies

- •Litigation Support & Case Management
  • Drafting Pleadings, Affidavits & Legal Notices
  • Legal Research & Case-law Analysis
  • Evidence Gathering & Document Review
  • Client Interviewing & Fact-Finding

• Coordination with Senior Associates & Counsel
• Cross-Jurisdictional Legal Research
• Legal Documentation & Bundle Preparation
• Time Management & Deadline Compliance
• Strong Analytical and Problem-Solving Skills
• Attention to Detail & Accuracy
• Professional Communication & Legal Correspondence
• Confidentiality & Data Handling Ethics
• Ability to Work Under Pressure & Manage Multiple Matters

Education

- **Calicut University, Kerala, India** 2019- 2024
  BBA.LLB

Languages

- ●English (Professional Working Proficiency) ●Hindi (Professional Working Proficiency) ● Arabic (Beginners)

Projects

- **Effectiveness of Time Management Academic Research Project – Calicut University of Kerala**
  Conducted an in-depth study on the role of time management in enhancing individual and organizational productivity.

  Analyzed various strategies and tools for effective time allocation, prioritization, and goal setting among professionals.

  Concluded with practical recommendations to improve efficiency and reduce workplace stress through structured scheduling and task planning.

Certification

●United Nations (UNCITRAL) – International Commercial Arbitration
Completed on 14 October 2023

Online course focused on international arbitration framework, procedures, and cross-border dispute resolution.

●United Nations (UNCITRAL) – Texts on Public Procurement and Public-Private Partnerships
Completed on 15 October 2023

Covered procurement laws, PPP frameworks, and the legal principles governing international public contracts.
●UNICEF (AGORA Platform) – Child Protection Systems Strengthening: Approaches, Benchmarks, and Interventions
Completed on 17 September 2023

Course on child rights, international protection mechanisms, and implementation of child protection policies.

●Bar Council of Kerala – Provisional Certificate of Enrolment
Enrolled as an Advocate on 19 October 2024

Marital Status

- Unmarried