# NASWIHA NASIM

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## CAREER OBJECTIVE

Motivated and detail-oriented BBA LL.B (Hons.) graduate with strong academic performance and internship experience across courts, law firms, government offices, and NGOs. Seeking a position in the legal or corporate sector to apply skills in legal research, drafting, communication, and case analysis while contributing to organizational goals and professional development.

## EDUCATION

| Course | Institution | Year | Performance |
|---|---|---|---|
| *BBA LL.B (Hons.)* | Al Azhar Law College (MG University) | 2020-2025 | 4th Rank Holder at University Level |
| *Class XII (CBSE)* | International Indian School, Riyadh, KSA | 2019-2020 | 94% |
| *Class X (CBSE)* | Modern International School, Riyadh,KSA | 2017-2018 | CGPA-10 |

## INTERNSHIP EXPERIENCE

| No | Organization | Duration | Responsibilities |
|---|---|---|---|
| 1 | *Village Office, Thamarakulam* | 02 Weeks | -Observed administrative procedures and government operations.<br>-Gained understanding of public service documentation. |
| 2 | *RISE UP Forum (NGO)* | 04 Weeks | -Participated in social justice projects and awareness programs.<br>-Assisted in community outreach and development activities. |
| 3 | *Mavelikkara Court Complex, Kerala* | 02 Weeks | -Observed court proceedings and case filing procedures.<br>-Studied legal documentation workflows. |
| 4 | *Advocate Office, Trial Court, Mavelikkara* | 04 Weeks | -Assisted in drafting petitions and case summaries.<br>-Supported client- consultation documentation and case preparation. |
| 5 | *iLawbook Law Firm* | 03 Months | -Conducted legal research and prepared case briefs.<br>-Assisted with case management and document review. |

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| 6 | *Kerala Legislative Assembly, Trivandrum* | 02 Weeks | -Observed legislative processes and bill discussions.<br>-Gained exposure to policy review and legal drafting. |
| 7 | *Office of the Food and Safety Officer* | 02 Weeks | -Learned about inspection processes and regulatory compliance.<br>-Studied food safety laws and enforcement mechanisms. |
| 8 | *Advocate Office, District Court, Muttom* | 04 Weeks | -Assisted with civil and criminal case preparation.<br>-Drafted legal documents and managed case files. |
| 9 | *Urban Cooperative Bank, Thodupuzha* | 02 Weeks | -Observed banking operations and regulatory procedures.<br>-Gained understanding of financial documentation and compliance. |

**ACHIEVEMENTS**

1. **4th Rank Holder** – Mahatma Gandhi University (BBA LL.B, 2020–2025)
2. **1st Prize** – JAM Elocution, Gallant IAS Academy, Trivandrum (2023)
3. **1st Prize** – English Eloquence, BCM College, Kottayam (2022)
4. **1st Prize** – English Extempore, Women on Indian Judiciary (2021)
5. **Best General Assembly Speaker** – Model United Nations, KSA (2015, 2014)

**SKILLS**

- Legal Research
- Legal Drafting
- Case Analysis
- Documentation and File Management
- Communication and Public Speaking
- Time Management
- Team Collaboration

**LANGUAGES**

- English – Fluent
- Malayalam – Fluent
- Tamil – Fluent
- Hindi – Intermediate

**DECLARATION**

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

UMLUJ NASWIHA NASIM