

AllFine Lexis

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LEGAL PROFESSIONALS

Offering 4 years of experience across the Legal industry, Strong credentials in delivering impeccable legal services to create distinct legal advantage for client by reviewing contracts of multiple domains in accordance with policies and procedures, applicable laws, and clients requirements.

AREAS OF EXPERTISE

- **Legal Transcription of audio and video files**
- **Contract review in the multiple domains of contracts using contract review forms**
- **Drafting of agreements/ documents templates & general legal formats**
- **Document Review Services: for responsiveness and relevance, privilege, tagging identify issues and privilege logging**
- **Litigation assistance and management to the Company's panel of advocates with respect to the scheduling, filing of relevant documents, compliance to orders, directions in the court of law.**
- **Deposition Summaries**
- **Multi-Jurisdictional Surveys**
- **E-Discovery**

Key skills:

M.S Office, Internet Research, E-mail, Legal databases like Manupatra, West Law, Encyclopaedias like STPL Law Encyclopaedia (CD-version), Contract review and management, Litigation Management and Legal Compliance. Using document review software like FYI Concordance Reviewer. Using Express Scribe for Legal Transcription.