



Shruti Borpujari

Lecturer

CONTACT

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- Assam
- English, Hindi, Assamese
- 18 Sep 1991

PROFESSIONAL SKILLS

- Legal Counseling & Submissions
- Legal Terminology
- Legal Code Expertise
- Document Filing
- Administrative Support
- Editing & Proofreading
- Litigation Support
- Case Analysis
- Investigative & Reporting Abilities

IT SKILLS

- MS Office (Excel, Word, PPT)
- SCC Online
- LawPack
- WestLaw
- JSTOR Online

SUMMARY

A highly organized, efficient, and motivated team player with 4+ years of success, eager to progress in the legal field. Able to deliver excellent service to clients and exceed their expectations by having a keen eye for detail and a proactive attitude towards every case. Possesses strong business judgment and the ability to bring tasks to completion in a timely manner.

EXPERIENCE

Lecturer | NEF Law College, Guwahati | Aug 2017 - Dec 2020

- Organized and evaluated content based on curricular guidelines and learning objectives for Law Students.
- Designed instructional methods and strategies based on learning and behavior theory, coordinated scheduling, scope and sequence of dynamic materials.
- Redesigned large lecture format course to increase student engagement.
- Assisted in program redesign to align with changes in state level assessment requirements.
- Led the end to end to planning and organizing of **Virtual National Moot Court Competition** Shivam Saraf memorial.

Advocate | Gauhati High Court | Oct 2016 - Jul 2017

- Drafting, reviewing, and negotiating a diverse range of agreements, and file comprehensive complaints and airtight responses.
- Work closely with team to prepare comprehensive briefs and motions on each case that goes to trial; prepare persuasive motions.
- Interface with clients about discovery, depositions, trial preparation, and other case-related work.
- Conduct depositions and discovery; perform industry research on legal matters related to specific matters, as well applicable legislation.
- Make frequent court appearances, hearings, and pre-trial conferences.

EDUCATION

- **BA- LLB** | Amity Law School, Noida, Uttar Pradesh | 2015
- **LLM** in International Environmental Law & Policy | University College London, UK | 2016

TRAININGS & WORKSHOPS

- Attended seminar on Cyber Security Laws, Amity Law School, Noida
- Participated in Legal Aid Awareness Program, Amity Law School, Noida
- Attended workshop on Legal Aid - Catalyst for Social Change, organized by Legal Aid Society, Campus Law Centre, University of Delhi

INTERNSHIP

- **Senior Advocate Meenakshi Arora** | Supreme Court of India | Apr 2015 - May 2015
- **Eastern Attorneys - Advocates & Legal Consultants** | Feb 2015 - Mar 2015
- **Civil Advocate Dilip Kumar Choudhury** | Gauhati High Court | Dec 2013 - Jan 2014
- **The Dua Associates, New Delhi** | Jun 2012 - Jul 2012
- **Civil Advocate Marami Neog** | Gauhati District Court, Guwahati | Dec 2011 - Jan 2012
- **Civil Advocate P.K. Roy** | Gauhati High Court, Guwahati | May 2011 - Jun 2011