

GAURI SINGH

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Jaipur

SUMMARY

Law graduate with B.Sc., LL.B. and Postgraduate Diploma in Labour Law. Interested in Human Resources, Compliance, Recruitment, and Employee Relations. Strong understanding of labour laws, legal research, and documentation. Seeking an opportunity to apply my knowledge and gain practical corporate experience.

WORK EXPERIENCE

Legal Intern / Junior Associate (Court Practice)

Duration: 7 Months

- Assisted senior advocates in preparing legal documents and case files.
- Conducted legal research on labour and employment law matters.
- Attended court proceedings and client discussions.
- Drafted legal notices and other documentation.

SKILLS

- Labour Laws & Employment Law
- Legal Research & Documentation
- Recruitment & Employee Relations
- Microsoft Excel (Basic Formulas, Data Formatting, Sorting & Filtering)
- Microsoft Word & MS Office
- Communication & Negotiation
- Attention to Detail
- Problem Solving

EDUCATION

- B.Sc.**
Gimt College | 2018–2020
- LL.B.**
St. Wilfred's PG College | 2020–2023
- PG Diploma in Labour Law**
University of Rajasthan | 2025