



# ABDUL RAZAK AAHIN

## LEGAL ASSOCIATE

### CAREER OBJECTIVE

I am a motivated lawyer with more than three years of experience studying and comprehending how the law is applied and practiced in the business arena. I have a strong interest in litigation, legal process outsourcing (LPO), and legal drafting. Specializing in cases involving labor and employment issues, intellectual property rights and law, arbitration, and US immigration cases, as well as being familiar with international legal research platforms like Westlaw and Thomson Reuters, allows for the development of strong analytical, problem-solving, and organizational skills.

### WORK EXPERIENCE

**Madras High Court, Chennai-India** - Adv. A.K. Kumarasamy (Senior Counsel) June 2019 – January 2020  
Junior Advocate

- Closely collaborated with litigation attorneys to do research, finish trial preparations, write court-ready documents, and support administrative procedures for civil litigation matters.
- Conducted research, wrote complaints and summonses to appear, and drafted legal notifications and answers to legal notices.
- Handled trial preparation, including claimants' and expert witnesses' depositions, settlement conferences and mediations, settlement negotiations, and the development of direct communication with clients and employers.

**SPI Global** (October 2020 – May 2021)  
Legal Intern

- Performed investigations in US cases related to automobile negligence, contract cases, product liability, Professional Liability, medical negligence and specializing in unfair trade practices.
- Offered ongoing legal advice and helped with dispute resolution.
- Expertise with computerized legal research tools.

**Exela Technologies** (June 2021- March 2023)  
Legal Associate

- Focused work on labour and employment issues and also worked on employment related to immigration issues.
- Performed investigations related to harassment, discrimination and ethics violation and specializing in workers' compensation, pension and benefits.
- Provided training to junior employment legal associates.
- Experienced in the field of electronic pleadings, and other digital proficiencies.

### ENROLLMENT

- Enrolled as an ADVOCATE at THE BAR COUNCIL OF TAMIL NADU AND PUDUCHERRY on 11th OCTOBER - 2018.
- Cleared All India Bar Examination and enrolled as an Permanent ADVOCATE at THE BAR COUNCIL OF INDIA (CONSTITUTED UNDER THE ADVOCATES ACT, 1961) on 15th MARCH - 2019.

### ACHIEVEMENT

- Recognised as "TOP PERFORMER - 2022 " on Labour and Employment Project at Exela Technologies, Chennai.
- College President of the year 2017-2018

### EDUCATION

- **Master of law (Intellectual Property Rights and Law)** Tamil Nadu Dr.Ambedkar Law University, India - 2020
- **Bachelor of Arts Bachelor of Law-BABL** Tamil Nadu Dr.Ambedkar Govt. Law University, India - 2018

### TECHNICAL SKILL

- Citrix Workspace
- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- Typewriting

### PERSONAL SKILL

- Legal Research
- Legal Consultation & Advisory
- Legal Notices & Applications
- Legal Compliance
- Legal Process Outsourcing
- Legal Document Preparation
- Team work

### LANGUAGE



### CONTACT DETAILS

Mail	razakadvo@gmail.com
Phone	+971501406451
Location	Muwaileh Commercial, Sharjah, U.A.E
Nationality	Indian
D.O.B	28-01-1996
Visa Status	Visiting Visa
Passport No	R7325698