

ADVOCATE SANJU DHAKAL

+977-9845544483 ✉ sanjudhakal123@gmail.com 📍 Kathmandu, Nepal

OBJECTIVE

Ambitious and detail-oriented legal practitioner licensed by Nepal Bar Council with above two years of experience in corporate compliance and foreign investment determined to provide high quality work.

EDUCATION

Master of Laws (LLM)	Kathmandu School of Law	2022-2024	(Awaiting Result)
Bachelor of Arts Bachelor of Laws (BA-LLB)	Kathmandu School of Law	2016-2022	73.4% (First Division)
Higher Secondary Education Board (HSEB)	Aroma College of Applied Science and Management	2014-2016	90.4% (Distinction)
School Leaving Certificate (SLC)	Eden Garden Higher Secondary School	2014	80.50% (Distinction)

WORK EXPERIENCES

Biz Serve Legal Pvt. Ltd. (Reanda International), Kathmandu January 2022 to April 2024
Legal Intern and Legal Associate

- Assisting domestic and foreign clients on company formation, foreign investment, regulatory compliance, annual compliance, labor issues, employment disputes etc.
- Drafting, reviewing, interpreting and negotiating contracts, share purchase agreements, NDA and other necessary documents.
- Drafting and translating legal documents, pleadings, company policies and guidelines.
- Preparing legal due diligence report and outlining findings and recommendations in report to mitigate risks.
- Undertaking research on various legal and policy matters.
- Tracking overall legal operations and ensuring completion before deadline.
- Collaborating with various departments, regulatory authorities and external counsels to ensure legal compliance.
- Conducting training sessions to familiarize staffs with latest laws formulated.

Mahila Kanooni Seva Law Firm, Chitwan July 2021 to December 2021
Legal Assistant

- Representing and assisting clients in court proceedings.
- Managing, organizing and updating records of all contracts, case files and correspondence.
- Providing administrative support including scheduling, communication and document management.

SABI Law Associates, Kathmandu April 2021 to July 2021
Legal Intern

- Assisting in case preparation, preparing exhibits.
- Drafting case notes and legal briefs.
- Handling administrative tasks such as maintain files and records.

BAR MEMBERSHIP

Holds legal practitioner license from Nepal Bar Council.

HONORS & AWARDS

- Awarded with successful participation with 95% in 10 days residential program entitled “**Community Mobile Legal Clinic**”. 2019
- Awarded with "**XII MANAGEMENT: EXCELLENT IN NEPAL**" from Aroma College of Applied Science and Management 2017
- Awarded with **Bishmati Gyawali Memorial Scholarship – 2073**. 2017
- Featured in various local newspaper of Chitwan for scoring highest percentage in 12th grade. 2016-2017
- Received "**Certificate of Appreciation**" from Syaulibazar Saving & Credit Co-operative Ltd. for achieving highest percentage in overall Nepal in 12th grade. 2016

EVENT PARTICIPATIONS

- Interactive program on "**Democracy Dialogue and Civic Education**" organized by Friedrich Ebert Stiftung Nepal Office. 2023
- **Training for Legal Practitioners** organized by Nepal Bar Council. 2023
- "**Consultation workshop regarding Animal Welfare Act**" organized by Federation of Animal Welfare Nepal. 2023
- "**Legal literacy program for prevention of gender violence**" organized by Mahila Swabalamban Agriculture Co-operative Society Ltd. 2021
- **Community Outreach and Rural Advocacy Service** in Kavre, Kathmandu and Bhaktapur. 2020
- 2019: "**Five days seminar on Professional Ethics of Legal Fraternity: Theory and Practice**" organized by Clinical Department of KSL. 2019
- Volunteered at 11th International residential school on "**Economic, Social and Development Rights on Constitution and Political Stability as Preconditions**". 2016

SKILLS

- **Interpersonal skills:** Quick learner, organized working manner, flexible, detailed, problem solving oriented, collaborative and cooperative.
- **Communication skills:** Clearly and effective communication both orally and in writing.
- **Managerial Skills:** Ability in planning, organizing, allocating resources, managing high workload, setting timelines, delegating responsibilities and developing legal solutions.
- **Digital skills:** Proficient in using Ms-word, Ms-Excel, Power-point, etc.
- **Others:** Drafting, research, counseling, etc.

LANGUAGE

- English, Nepali and Hindi.