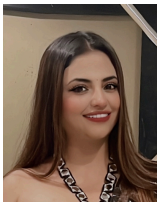
MONALISA BHATTARAI



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Rue Das Madres
57 2.° floor
1200 - 709
Lisbon, Portugal

Languages

English - Proficient
Hindi - Proficient
Nepali - Proficient
Portuguese - Learning

Personal Statement

Passionate legal background holder, recently moved to Portugal, dedicated to take initiatives, learn new things and fight social injustice. Completed courses in contract law, criminal law, employment law, family law & employment law. Possess three years of practical experience in client communications, drafting letters, assisting senior advocate & court attendance. Aim to gain entry & start a challenging career and contribute to the success of the firm in Portugal.

Experience

Company Legal Assistant, AURATHRONE PVT. LTD; Mumbai, India — 2019-2022

Assisting senior advocate; dealing with all aspects of disputes between individuals & organisation; drafting letters, communicating & submitting necessary credentials, managing & guiding clients, preparing legal documentations, evaluating business partnerships with vendors & subcontractors, negotiating deals, representing company in legal proceedings

Partner, KATHMANDU AIRPORT HOTEL; Kathmandu, Nepal — 2016-2023

Managing the overall running of the business, heading the marketing department, staff hiring, stock ordering, overall day to day running of the hotel

Dental Administrator & Assistant, STEPHEN SELWYN; London, UK — 2013-2016

Reception duties, taking phone calls, liaising with patients and co-ordinating treatments, assisting principal dentist,carrying out all dental assistance duties, ordering & managing stocks and medical equipments

Dental Nurse, KENSINGTON DENTAL SPA; London, UK — 2008-2010

Assisting principal dentist, stock ordering and allocation, training new staff, complying with Health and Safety Regulations

Education

BPP Law School, Waterloo, London, UK 2013
Certificate In Higher Education in Legal Studies

English Legal System, Contract Law, Tort Law, Family Law, Consumer Law, Intellectual Property Law, Constitutional & Administrative Law, Criminal Law, Medical Law, Employment Law, Property Tax Law

The National Examining Board for Dental Nurses, London, UK 2008
Qualified National Certificate, NEBDN Registration Number 162538

Middlesex College, London, UK 2009
Bachelor of Business Administration 2:1

Middlesex College, London, UK 2006
Diploma in Business Administration 2:2

University of Cambridge, International Examinations 2004
General Certificate of Education - GCSE O Levels

Skills

MS Word & Excel Efficient; MacBook/iOS Efficient; Typing Efficient; Drafting-Reviewing-Negotiating-Revising; Exposed to wide range of issues such as compliance, privacy, security, employment, litigation, ethics, public relations, safety, etc; Admin & Reception Duties

Other Courses

Contract Law - University of Harvard
International Women's Health & Human Rights - University of Stanford
Citizenship and the Rule of Law - University of London
Intellectual Property, Copyright, Patent & Trademark Law - University of Pennsylvania