

Jiten Chakma
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Mailing Address: Al Falah Goli, 2 No Gate,
Khulshi, Chattogram 4202



Career Objective

Adaptable and motivated professional with experience in research, client service, and administration. Skilled in communication, organization, and problem-solving, seeking an opportunity to contribute to a progressive organization and grow both personally and professionally.

Professional Experience

Legal Apprentice

Shafique & Associate Law Chamber, Chattogram (2023 – Present)

- Drafted petitions, affidavits, legal notices, and contracts under supervision.
- Conducted legal research on civil and criminal matters; prepared briefs and case summaries.
- Assisted senior lawyers during hearings, filings, and client consultations.
- Maintained and organized case files; scheduled meetings and ensured proper documentation.
- Researched statutory provisions, case laws, and precedents to support case strategies.
- Observed court proceedings and communicated with clients in a professional manner.

Academic Qualification

Exam Title	Group/Subject	Institute	Result	Year
LL.B (Hons.)	Law	International Islamic University Chittagong	CGPA: 3.09 (Out of 4)	2023
HSC	Science	Cox's Bazar City College	GPA: 3.42 (Out of 5)	2016
SSC	Science	Mohalchari High School	GPA: 4.44 (Out of 5)	2014

Skills

- Strong written and verbal communication skills in English and Bengali
- Legal research, drafting, and documentation abilities
- Analytical thinking, problem-solving, and attention to detail
- Time management, multitasking, and ability to work under pressure
- Client handling, negotiation, and professional correspondence
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and email communication
- Skilled in online research and information management
- Adaptable team player with leadership potential

Extracurricular Activities

- Participated in volunteer and community service initiatives
- Engaged in university club activities and events (debate, cultural, or social programs)
- Skilled in photography as a creative pursuit
- Proficient motorbike rider, enabling flexibility for field visits and mobility

Language Proficiency

Language	Reading	Writing	Listening	Speaking
Bengali	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent	Excellent

Personal Information

- Full Name: Jiten Chakma
- Gender: Male
- Religion: Buddhist
- Marital Status: Unmarried
- Permanent Address: Uccha Kengal Chari, Kandara Karbari Para, Naniarchar, Rangamati

References

Dr. Mohammad Saiful Islam Assistant Professor & Chairman Department of Law International Islamic University Chittagong Cell: 01675888163 Email: lawsaiful@gmail.com	Mr. Mohi Uddin Assistant Professor Department of Law International Islamic University Chittagong Cell: 01816251823 Email: adv.mohim@gmail.com