

MEENAKSHI SHIBU

Legal Associate

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PROFESSIONAL SUMMARY

Motivated Legal Associate with hands-on experience in corporate law, alternative dispute resolution (ADR), and immigration law gained through full-time work and internships at leading legal firms in Dubai. Adept in legal research, contract drafting, and regulatory compliance, and eager to contribute to impactful legal solutions in a dynamic environment First-Class Honors Law Graduate and CIArb member, legally authorized to work under family visa sponsorship.

WORK EXPERIENCE

Associate at Al Adl Legal Consultants, Dubai

June 2024 - PRESENT [7 Months]

- Spearheaded case strategy sessions, resulting in a 25% increase in favorable case outcomes.
- Drafted, reviewed, and negotiated 50+ complex legal agreements monthly, ensuring adherence to DIFC and ADGM standards.
- Conducted in-depth legal research, leveraging Westlaw and LexisNexis, to develop compliance roadmaps for corporate clients.
- Assisted trademark registration processes across multiple jurisdictions, ensuring regulatory adherence and strategic enforcement actions.
- Coordinated cross-functional collaboration between Pre-Legal and Litigation teams to expedite case progression.

Immigration Officer at Middlesex University, Dubai

Aug 2022 - Mar 2024 [2 Years]

- Processed over 2,000 visa applications with a 98% compliance success rate, ensuring alignment with UAE immigration laws.
 - Provided tailored legal guidance for resolving 100+ complex cases with a focus on accuracy and efficiency.
 - Streamlined application processes by creating automated templates, reducing processing time by 20%.
 - Liaised with TECOM and AXS authorities to ensure case escalations and timely approvals.
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INTERNSHIPS

Legal Intern at Emirates Legal, Dubai

May 2024 - June 2024 [2 Months]

- Contributed to the successful negotiation of settlements, securing an average 35% reduction in client liabilities.
- Developed compliance checklists for corporate clients, ensuring adherence to DIFC and ADGM regulatory frameworks.
- Drafted high-priority legal documents, including NDAs and partnership agreements, tailored to client needs.

Legal Intern at Fragomen, Del Rey, Bernsen & Loewy, Dubai

Jul 2023 - Aug 2023 [2 Months]

- Researched immigration laws to aid in case preparation and compliance.
- Managed case files and reviewed immigration documents, achieving a 95% compliance rate.
- Participated in training to stay updated on regulatory changes.

Legal Intern at Chancery Chambers, Dubai

May 2023 - Jun 2023 [2 Months]

- Developed legal strategies in collaboration with senior attorneys, improving client case outcomes.
- Negotiated settlements reducing client liabilities by 30% and drafted compliance-focused legal agreements.
- Analyzed evidence, managed court filings, and maintained a litigation calendar to ensure timely submissions.
- Researched DIFC and ADGM regulations to support strategic decision-making.

Legal Intern at Axiom Telecom, Dubai

July 2019 - Aug 2019 [1 Month]

- Organized and indexed 200+ legal documents, improving accessibility by 40%.
- Conducted risk-focused contract reviews and ensured compliance in tenancy agreements.
- Supported filing of legal documents with a focus on accuracy and regulatory standards.

EDUCATION



LLB Honors Law - Middlesex University

First Class Graduate

Sep 2021 - Apr 2024

CERTIFICATIONS

- **Member of The Chartered Institute of Arbitrators (CIArb)**
 - **White & Case LLP – UK Commercial Law Virtual Experience Program**
 - **Latham and Watkins – Intellectual Property Litigation**
 - **Latham and Watkins – Mergers and Acquisition**
 - **Pinsent Masons – Introduction to Commercial Law**
- Sept 2024**

Jan 2025

Jan 2025

Jan 2025

Jan 2025

ADDITIONAL INFORMATION

- **Research Tools:** Westlaw, LexisNexis, Bloomberg Law
 - **Technical Proficiency:** Microsoft Office Suite (Word, Excel, PPT, Teams, Outlook)

Adobe Acrobat

Case Management Software

Valid UAE Drivers License
 - **Languages:** English (Fluent)

Arabic (Beginner)