

Aashish Ghimire

BALLB

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CAREER SUMMARY

Law graduate with hands-on experience in legal aid services and corporate legal support. Work includes legal research, drafting of legal documents, client counselling, case file management, and assistance in court-related work. Proven ability to work independently as well as collaboratively in legal service settings, coordinating with advocates and administrative staff. Sound understanding of basic court procedures, legal documentation, and professional legal ethics.

PROFESSIONAL EXPERIENCE

Legal / Administrative Assistant

Ngadi Group Power Limited

- Assisted in reviewing contracts, agreements, and company-related legal documents.
- Supported administrative and compliance-related legal work.
- Maintained documentation, official correspondence, and internal records.
- Provided legal and administrative support to management and the project.

08/2025 – 12/2025

Maharajgunj,
Kathmandu

Legal Assistant

Bhaktapur Kanooni Paramarsha Kendra, Bhaktapur

- Provided legal research support and case preparation assistance for advocates in civil and criminal matters.
- Drafted legal documents.
- Maintained comprehensive documentation including legal files, case records, and client details.
- Observed court proceedings and assisted lawyers during hearings and filing processes.

07/2024 – 07/2025

Kamalbinayak,
Bhaktapur

EDUCATION

Bachelor of Arts Bachelor of Laws (BALLB)

Kathmandu School of Law, Purbanchal University

2019 – 2025

Bhaktapur, Nepal

+2 in Science (Biology)

DAV College

2017 – 2019

Lalitpur, Nepal

SKILLS & CAPABILITIES

Legal Skills

- Legal research, drafting of legal documents and applications
- Case analysis and file management
- Client interaction and legal counselling support

Compliance & Professional

- Understanding of court procedures and the litigation process
- Maintenance of legal documentation and confidentiality
- Professional ethics and legal responsibility

Operational & Professional Skills

- Effective communication with clients and advocates
- Independent and collaborative work capability
- Task prioritisation and time management
- Ability to work in institutional and field-based legal environments

ADDITIONAL INFORMATION

Certifications & Memberships

- Nepal Bar Council Examination – Appeared (Result Awaited)