

# Rohika KC

Lalitpur, Nepal 44708  
9766883566 rohikac10@gmail.com

## PROFESSIONAL SUMMARY

Dependable and dedicated individual successful at managing priorities with a positive attitude and willingness to commit to meet the goals. Detail-oriented team player with strong organizational skills and extensive research ability.

## ACCOMPLISHMENTS

- 1st Tejshree Memorial National Moot Court Competition, December 30 and 31, 2023 : 1st runner up and best memorial award.
- International Dissemination on Fostering Democratic Values and Active Citizenship through Education, January 9, 2024 : best presentation.
- Various other awards in essay writing competition, story writing competition and poem recitation competition.

## SKILLS

- Knowledge on Courtroom Procedures
- Fluent Bilingualism
- Legal Document Translation
- Attention to Detail
- Industry-specific terminology
- Excellent Writing Abilities
- Strong vocabulary skills
- Research and analysis
- Critical Thinking
- Team Player
- Friendly, Positive Attitude
- Organizational Skills
- Active Listening Skills

## WORK HISTORY

### TRANSLATOR Freelancer

- Assisted with translation of foreign case laws, judgements and legislation.
- Translation of Nepali arbitration case documents and Nepalese Laws into English.
- Reviewed, edited and proofread translated documents for accuracy.

### LEGAL RESEARCH INTERN | 05/2022 to 11/2022 Sarathi Law Firm - Kathmandu

- Acquired practical skills in case management by observing and assisting with various stages of the litigation process.
- Improved problem-solving abilities by analyzing complex legal scenarios and formulating well-reasoned recommendations.
- Assisted attorneys in preparing for trial through thorough fact-checking and verifying accuracy of case information.
- Contacted clients to schedule appointments and discuss progress of cases.
- Strengthened knowledge of state-specific civil procedure rules through regular review of court filings and attendance at hearings or trials when permitted.
- Reviewed, edited and proofread litigation for proper grammar, spelling and punctuation.

### CONTENT WRITER | 08/2021 to 01/2022 Hansikar Technologies - Baneshowr, Kathmandu

- Managed competing deadlines with efficiency.
- Developed content for variety of topics, ranging from technical to lifestyle, for multiple websites.
- Improved content quality by conducting thorough research and incorporating industry trends.
- Consulted with editors to shape story and eliminate any errors.
- Streamlined content production processes through effective project management and collaboration with team members.
- Created content for websites and online publications.
- Utilized exceptional writing, editing, and proofreading skills to produce engaging and error-free content.
- Completed thorough research into assigned topics.
- Increased brand visibility by consistently producing high-quality, SEO-optimized content.

## EDUCATION

National Law College (Tribhuvan University) - Sanepa, Lalitpur | Bachelor Of Arts And Bachelor Of Law (B.A.LL.B)

Kathmandu Model College - Bagbazar, Kathmandu | Diploma In Science  
Biology, 2020

GEMS School - Dhapakhel, Lalitpur | Junior High School  
Science, 2018