

ROSHAN ROBBY SELESTIN

West Riffa, Kingdom of Bahrain

roshanrobby12@gmail.com | +973-35024018 | LinkedIn: www.linkedin.com/in/roshanrobby

PROFESSIONAL SUMMARY

AIBE-certified legal professional with over 2 years of leadership experience in compliance, legal documentation, and quality assurance. Former Legal Intern promoted to Legal Officer, with proven expertise in auditing, document governance, and legal operations aligned with international frameworks like ANZSCO, ACS, CPA, and Engineers Australia. Seeking a corporate legal or compliance role to contribute toward organizational excellence.

CORE SKILLS

Legal Compliance	Document Quality Assurance	Contract & Affidavit Review
SOP Development	Audit Frameworks	Risk Identification
Risk Mitigation	Contract Management	Drafting Assistance

PROFESSIONAL EXPERIENCE

Legal Officer

AIVES IMMIGRATION LLP – Kochi, India

October 2023 – October 2025

- Led and developed a team of legal associates, increasing document accuracy and operational efficiency while elevating overall client service standards.
- Reviewed and validated 1,000+ immigration reference letters and case submissions, ensuring strict compliance with ANZSCO, VETASSESS, ACS, CPA Australia, Engineers Australia, and other assessing authorities.
- Resolved complex immigration matters through strategic legal advisory, strengthening case positioning and improving approval outcomes.
- Designed and implemented a structured Quality Assurance framework, significantly reducing compliance errors and enhancing submission success rates.
- Optimized case management workflows, reducing turnaround time and improving audit readiness across high-volume files.
- Strengthened regulatory compliance and risk management controls by collaborating closely with compliance and operations teams.
- Prepared and presented detailed compliance and risk assessment reports to senior management, supporting data-driven strategic decisions.
- Improved client satisfaction and retention rates through transparent communication, proactive issue resolution, and professional representation.

Legal Intern

AIVES IMMIGRATION LLP – Kochi, India

Apr 2023 – October 2023

- Drafted, proofread, and formatted legal documents aligned with ANZSCO occupation codes.
 - Developed reusable templates for affidavits and declarations, reducing manual effort by 20%.
 - Supported compliance team in cross-verifying role duties with nominated occupations.
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EDUCATION

B. Com LL.B

Mahatma Gandhi University, Kerala – September 2022

All India Bar Examination (AIBE) – Cleared & Enrolled Advocate

CERTIFICATIONS

- Microsoft Office Suite – Advanced Macros & Automation
 - Beginner Python for Document Review
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RESEARCH & PRESENTATIONS

- **National University of Advanced Legal Studies MUN 2019** – Reporter, Xinhua News Agency under DISEC
 - **International Seminar on IPR & Sustainable Development** – Presented paper on IPR & Green Technology
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PROJECT HIGHLIGHTS

- Designed a batch processing compliance review framework that scaled legal audits 10x.
 - Created automation-ready templates and macros to streamline document finalization.
 - Developed cross-departmental SOPs now used across quality, legal, and support teams.
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LANGUAGES

English – Full Professional

Malayalam – Native

Hindi – Conversational

CAREER OBJECTIVE

To secure a stable and growth-focused position in compliance, governance, or legal operations, where I can leverage my legal and process leadership skills and proven ability to support regulatory processes and business growth initiatives. Seeking a challenging role in a progressive organization where I can contribute strategically, develop leadership capabilities, and drive measurable organizational success