



Tanzeel Hayat

I'm a legal analyst with nearly 2 years at a US RaaS firm specializing in contract management. I integrated machine learning to boost contract analysis, improving efficiency, compliance, and client satisfaction.

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Academic Performance

Degree	Institution	Year	Percentage
Masters in Law (Business Law) Graduated with Distinction	Amity University, Noida	2020-2021	9.00 CGPA
Bachelors of Arts - Bachelor of Legislative Law Graduated with High Honours	University Of Kashmir	2015-2020	75%
Advance Diploma In Computer Application	Smile India Computers	2019-2020	A grade
12TH	Mallinson Girls School	2012	70%
Relevant Subjects			
• Contract law • Economics • Corporate law • Criminal law • Patent Law			

Work Experience

• Pramata Knowledge Solutions, India (01/ 2022- 09/2023) (Contract Analyst)

- Analyzed and reviewed contracts to ensure compliance with company policies and legal requirements

- Managed contract lifecycles, including negotiation, drafting, and renewal processes.
- Collaborated with cross-functional teams to resolve contract-related issues and provide recommendations for improvement.
- Recommending and drafting contract provisions and amendments.
- Reviewing supplier contract terms and conditions.
- Negotiating contract terms, payment structures, and reimbursement with other parties
- Ensuring that contract terms comply with legal requirements and policies.
- Advising internal departments on innovative and cost-effective ways to comply with contractual obligations.
- Drafting documents and maintaining files.
- Keeping informed of amendments to contract law.

INTERNSHIPS

Anugraha (Swabhiman Parisar) 05/2019 - 07/2019

- Supported senior citizens' legal aid initiatives
- Assisted in advocacy campaigns for elderly rights.
- Conducted research to strengthen legal support.

District Legal Services Authority (Srinagar) 01/2019 - 02/2019

- Provided legal aid to underprivileged communities.
- Compiled reports on legal aid outreach in jails and courts
- Contributed to improving access to justice for vulnerable populations.

Rafiq Joo & Associates Law Firm 11/2018 - 12/2018

- Drafted legal documents and contracts.
- Represented senior lawyers in various legal matters.
- Conducted legal research to support cases and client needs.

Achievements

- Monthly Topper Award (x2)
- Showstopper Award (x1)
- Outstanding Team Award - Life Science Vertical (x1)

- Editor In College Magazine Board
- Legal Aid Clinic (J)'s Juvenile Quiz Participant Law Society's
- Legal Essay Writing Runner-up
- Seminar of Financial Prevention Insights Attendee
- Child Protection Law Seminar Attendee

SKILLS

- Contract Management
- Legal Compliance
- Technology Integration
- Data Analysis
- Documentation
- Stake Holder Management
- Compliance
- Drafting
- Risk Mitigation
- Contract Review
- MS Office

Declaration

I Hereby declare that all the above furnished information is true to the best of my knowledge

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