

Anckit Anil Malik | **E-mail:** anckitanilmaalik@gmail.com | **Mobile:** +91- 6262057666

ACADEMICS AND OTHER PROFESSIONAL QUALIFICATIONS

- XII standard from Scholars' Yard School, Indore in 2009-10. Percentage - 80.3% with distinction **in all five subjects**
- B.A.LL.B. (five-year integrated course) from Devi Ahilya Vishwavidyalaya, Indore.
- Currently pursuing MBA from NMIMS.

KEY SKILLS AND COMPETENCIES

- Bid Management
 - Proposal Development
 - Project Management
 - Contract Management.
 - Implementation
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WORK EXPERIENCE

Currently working as a **Senior Analyst** in **Sirion Labs Private Limited**, Gurgaon;
Duration – December 2019 till Present Date

- Manage the entire bid process, from identifying opportunities, responding to RFPs, RFIs, RFX, Proposal writing, scope of work and end to end bid management from start to end
- Work closely with the sales team to develop compelling proposals, sales and marketing materials, etc that meet the client's needs
- Coordinate with cross-functional teams, including legal, finance, and technical experts, to develop winning proposals
- Create proposal templates and manage the proposal library
- Participate in bid strategy development and pricing discussions
- Extensive experience in working with clients based in North America and EMEA region across different industries
- Participated in product development discussions and workshops conducted by the organization
- Experience on working on software like Avnio, Salesforce, etc.
- Understanding of Agile and Waterfall methodology
- Planning and drafting Implementation plan for customers along with other teams
- Track and report on proposal metrics to identify areas for improvement

- Responding to questions about product functionality from customers and other stakeholders.
- Planning and delivering POC's for clients whenever required.
- Drafting and reviewing of NDAs, Master Service Agreement's, Statement of Work, Subcontract Agreements, Distribution Agreement, Work Order, Marketing Materials, Change Orders, Services Agreements, creation of Due Diligence Memos, Software License Agreements.
- Negotiating NDAs, Statement of Work and other contracts with client when needed particularly on for clauses like Indemnification, Limitation of Liability, Termination, Etc.
- Working in the Customer Success team for implementation of project
- Ensuring Audit and Quality Checks of work product post implementation.
- Review and archive final executed contractual documents on the Contract Lifecycle Management platform.
- Worked in Auto Extraction team for developing tool with Artificial Intelligence.
- Worked on manual and auto-extraction of contract data through AI (Artificial Intelligence) and Bi (Business Intelligence) and advanced and effective change management and contract management and contract interpretation.

PREVIOUS WORK EXPERIENCE

1. As an **Assistant Manager**, at **Four Fresh Retail Private Limited, New Delhi**, and Duration -From August 2019 to November 2019
 - Managed the proposal process for large government contracts
 - Conducted research on potential opportunities and analyzed solicitation requirements
 - Coordinated proposal reviews and incorporated feedback from reviewers
 - Handling negotiations with various stakeholders for settlement of cases of the company.
 - Drafting of Various agreements.
 - Assist attorneys with case organization trial preparation.
 - Communicate with other Government authorities in relation to work.
 - Well versed in handling Contract Management.
 - Drafting of agreements with various Channel partners.

2. As **Associate Legal** with M/s Mandloi Law Associates, Indore (Madhya Pradesh), Duration – November 01, 2017, to November 30, 2018
- Researches and analyses law sources like statutes, record judicial decisions, legal articles, treaties, etc. to prepare legal documents like Contracts, Sale- Purchase agreements, Indemnity Bonds, Affidavits, Show Cause Notices, Share Certificates.
 - Assist attorneys with case organization trial preparation.
 - Use of digital portal like Manupatra and Westlaw for legal research.
 - Digest index legal documents.
 - Assist attorneys with case organization trial preparation.
 - Communicate with other Government authorities in relation to work.
 - Preparing legal Compliance Calendar for Client's organization
3. As **Legal Executive (legal and secretarial function), Karad Project & Motors Limited (part of Kirloskar Group of Companies), Pune.** Duration – From July 01, 2014, to October 13, 2017
- Drafting of various legal Documents like Leave & License agreements, Sale Deeds, MOUs, Marketing agreements, Tripartite Agreements, Non-Disclosure Agreements, Affidavits, Indemnity Bond, Share Purchase agreement etc.
 - Assisted in Contract Compliance/ Governance.
 - Bid management and E-tendering process of Government tenders.
 - Due diligence of Bid Proposals.
 - Handled Negotiations particularly related to Terms of payment, Roles and responsibilities, Licenses, use of Intellectual Property Rights, etc, under a Contract.
 - Contract summarization and conducting other Tasks related to Contract management.
 - Submit quarterly work reports to Management and the Board of Directors.
 - Responsible for the litigation management of the company and interacted with the law firms and counsels for official matters.
 - Drafting of notices, resolutions, circular resolutions, minutes of the meeting
 - Coordinating with external agencies / vendors for official purposes.
 - Assisting and handling various tasks related to Company Law.
 - Implementation and Compliances under SEBI (LODR), 2015.

COMPUTER PROFICIENCY

- Proficient in MS – Office, Sharepoint, Manupatra, Westlaw
- Familiar with regulators'/government's websites (SEBI, RBI, stock exchanges, MCA)
- Certificate course of Digital Marketing from Edupristine

PERSONAL DOSSIER

“I am ambitious, objective oriented, focused and hardworking, my pro activeness and communication skills allows me to stand in good stead in anticipating market scenario. Challenging situations stimulate me to perform better.”

Father's Name	: Shri Anil Malik
Date of Birth	: 11/11/1990
Place of Birth	: Indore
Marital Status	: Un-Married
Languages Known (S/R/W)	: Hindi, English, Punjabi
Correspondence address	: 30,Royal Bungalow city, MR-10 Road, Sukhliya, Indore -452010
Permanent address	: 30,Royal Bungalow city, MR-10 Road, Sukhliya, Indore -452010

(ANCKIT ANIL MALIK)

Date :