**CURRICULUM VITAE**

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**Academic Qualifications:**

* Pursued B.A.LLB Hons (Intergrated) from Guru Gobind Singh Indrapratha University

**Work Experience:**

* Working with CWT-Carlson Wagonlit Travel as Legal Documentation Assistant-

April 2016-Present

The scope of work includes:

1. Drafting of Contracts like NDA’s, Master Service Agreements, Miscellaneous Changes Order, Country Schedules, Cover Sheets, Affiliate Agreements and Adherence Agreements
2. Proof Reading of these contracts and letters
3. Comparing the templates with the final contract versions before finalization
4. Identifying the discrepancies in the contracts sent by the client and making changes in accordance with the company rules
5. Creating the contracts on SharePoint
6. Conducting Weekly meetings by updating the agenda, recognizing the scope of improvement within the teams
7. Creating the Contract Request Forms and Corporate documents on Legal Suite thereby updating the final version of the drafted contracts.

* Worked with Advocate Hemant Kumar as Senior Associate

January 2014-April 2016

1. Drafting of Plaint, Written Statements, Case Notes etc.
2. Research on issues pertaining to Criminal Laws and Family laws
3. Briefing the Senior Counsel on upcoming appearances
4. Train, lead and organize the internships of different students from different law schools
5. Attending conferences, meetings and mediations with the Senior Counsel
6. Research services to the client on various contracts and documents

* Worked with Advocate on Record Mr. Mohit Paul as an Associate Advocate

May 2013-December 2013

The scope of work included:

1. Drafting of Plaint, Written Statements, Affidavits etc.
2. Research on issues pertaining to Consumer Protection, Labor Laws
3. Briefing the Senior Counsel on upcoming appearances
4. Train, lead and organize the internships of different students from different law schools
5. Attending conferences, meetings and mediations with the Senior Counsel
6. Advisory services to the client on various contracts and documents

* Worked with Justice Vipin Sanghi as a Law Researcher

October 2012-April 2013

The scope of work included:

1. Drafting of Judgment drafts and daily orders
2. Making notes on upcoming matters
3. Research on issues pertaining to:
4. Family Laws
5. Labor Laws
6. Rent Laws
7. Criminal Laws
8. Briefing the Hon’ble Judge on upcoming matters and cases
9. Training the interns on research on legal tools, drafting etc.

**Internships:**

* Interned under Hon’ble Justice Geeta Mittal
* Interned under Advocate G.G Bhatia
* Interned under Advocate on Record Mr. Anip Sachthey
* Interned under Late Advocate Jagdish Chander Chaudhary
* Attended Mediation Matters in High Court of Delhi
* Internship in AMIRA PURE FOODS-NYSE listed

**Computer Skills:**

* Word
* Excel
* PowerPoint