

CURRICULUM – VITAE

NAME – **Gagbinder Kaur**

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DATE OF BIRTH & AGE – 14-08-1986, 34 yrs.

MARITAL STATUS- Single

EDUCATIONAL BACKGROUND – B.A.LLB (2004-2009)

Institution – Bishop Cotton Women's Christian Law College, Bangalore.

Class – 2nd class

% of marks- 55% in B.A.L degree.

% of marks- 58.27% (1st sem – 10th sem)

STD 12TH (2003-2004)

Institution – Miles Bronson Residential School, Guwahati (Assam)

% of marks- 83% (Humanities)

STD 10TH (2001-2002)

Institution – Miles Bronson Residential School, Guwahati (Assam)

% of marks- 60%

WORK EXPERIENCE-

- At present practising as an advocate in Nagaon court, Assam since september 2017.
- Worked in Legalwise Outsourcing Inc. (Canadian LPO) for 1 year and 2 months (Oct, 2009 – Dec, 2010).
 - **Contract review- Leases**
 - Contract analysis and negotiations to detect and remove ambiguities and repugnancies.
 - Identification and capturing of key information in accordance to the checklist or guidelines provided by the client.
 - Reviewing Canadian Real Estate Lease Agreements and find out various clauses relating to rights of landlord and tenant, rents and renewal provisions, operating clauses, permitted uses and restriction uses, rights to cure and setoff, Vista and no build Zone identification, assignment and approvals, calculating rents based on the area of demised premises etc.
 - Checking the follow up letters and communications between landlord and tenant with reference to the leased premises and suggesting the client on various issues.
 - **Contract Review-Canadian Power of Attorney contracts**
 - Reviewing Power of Attorney documents: Record creation, Identifying donor and we 1 attorney, Identify Typical clauses in the POA, Identify whether the POA can be accepted, rejected or cannot be approved ,put on hold, etc , Identify whether the witness signatures part follows the rules. Etc

- Hands on training to the newly recruited on the POA review processes to enhance their organizational efficiency.
- **Compliance Report**
- Conducting multi jurisdictional surveys in United States provinces and prepare a monthly report and updating the client.
- **Case Summarizing**
- Case summarizing relating to Canadian government cases.
- Worked as Senior Legal Associate at Pramata Knowledge Solutions (Contract Intelligence) in Bangalore from Jan 2011 to May 2014.
 - **Contract Intelligence**
 - Exclusively dealing with contract management which includes review and quality assurance of the same. Type of contracts like Products and Services Agreement, Custom Agreements, Non-Disclosure Agreements, Sales Agreement, Software License Agreement, Toll Waiver Forms et al.
 - Training newly recruited on the Platform and the Project ensuring the Project efficiency.
 - Managing the team of 5-6 members in the absence of the Team Lead.

INTERNSHIP EXPERIENCE-

- Interned with KN.Subba Reddy, Vivek S Reddy (Advocates) from July 15th to August 15th 2008 in Bangalore.
- Interned with N.K. Law Associates (V.J. Narayan Kumar) Advocates and consultants) Bangalore in April 2008.
- Interned with Black Coats Law Firm (Advocates & solicitors) in Bangalore in November 2007.
- Interned under a criminal lawyer Shri. Dhruva. Kr. Saikia in Guwahati, in June 2007.
- Interned under a civil lawyer Ms. Shalini John, Juris Consult (Advocates) in Bangalore in April 2007.
- Interned with B.Srikumara & Shobha Bhavikatti at Legal Solutions (advocates, consultants & counselors) in Bangalore in 2005- 2006.

ACADEMIC EXPERIENCE-

- Participated in Manupatra Essay Competition 2008 on Intellectual Property Rights- Its future transactions.
- Participated in a certificate course in Personality Development (Life In Cross-Roads Character Formation) held at Bishop Cotton Women's Christian Law College from July- November 2004.
- Participated in a certificate course in Women's Studies securing 80% held at Bishop Cotton Women's Christian Law College from August – October 2004.
- Participated in an introductory course in French language held at English Centre (Foreign Languages Division) Bangalore from 13th Jan- 8th March 2006.

- Participated in a one day Entrepreneurial Awareness Camp for School Students organized by Indian Institute of Entrepreneurship in Guwahati, on 20th Dec. 1999.
- Participated in the Green Olympiad sponsored by the Ministry of Environment & Forest Government of India in Guwahati in 2001.
- Participated and won many prizes in essays, quiz, debate, extempore speech, skit competitions.

EXTRA- CURRICULAR ACTIVITIES-

- Member of the Legal Aid Club, Bishop Cotton Women's Christian Law College.
- Member of the Fine Arts Club, Bishop Cotton Women's Christian Law College.

LANGUAGES KNOWN-

English, Hindi, Punjabi, Assamese, Bengali, French (only level 1)

OBJECTIVE-

Positive attitude towards everything.

DECLARATION- I do hereby declare that the above information is true and correct to the best of my knowledge, information and belief.

Thanking You,
Date- 2/06/2020
Place- Nagaon, Assam

Yours faithfully,
Gagbinder Kaur.