

# Anjali Sharma

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## **S U M M A R Y**

- **Six year plus** of progressive experience in the field of Legal advisory & Litigation.
- Objective-A career in Legal and Compliance which challenges intellect, and stimulates the growth of self and the organization and to ensure timely and efficient results with strong grasp on under various laws and decision making in Litigation and Corporate Advisory.
- Personal strengths include strong team spirit, good interpersonal skills; productive team player capable of working independently as well as part of a team.

## **E D U C A T I O N**

- Completed BBA LLB in 2017 from School of Law, Sharda University, Greater Noida.
- Completed XIIth from CBSE Board in 2012 from Uttarakhand Public School, Noida.
- Completed Xth from CBSE Board in 2010 from Uttarakhand Public School, Noida.

## **W O R K E X P E R I E N C E**

### **I. Resilient Innovations Private Limited (commonly known as BharatPe and postpe)**

Designation: Assistant Manager- Corporate Legal

Duration: June 2023 till present.

### **ROLES & RESPONSIBILITIES: -**

- Managing on going litigation cases including civil, criminal, consumer related disputes, labour matters and others;
- Coordination with external counsels and empaneled firms/advocates for regular updates and for effective strategies for resolving the legal disputes.
- Drafting and reviewing the legal notices, replies, complaints, suits, plaints written statements, and any other correspondence related to the Litigation;
- Maintaining regular updates on MIS tracker for litigation cases and Legal notices;
- Acting as an Authorized representative of the BharatPe Group with full responsibility for representing the Organization in Legal proceedings;
- Drafting replies and submissions on behalf of the Organization for the complaints filed by the merchants or customers with the RBI and coordinating with the Nodal Officer to resolve the complaints;
- Drafting agreements such as Lease agreements, Service agreements, Non- Disclosure Agreement, Lease and License agreements, Addendums and others;
- Drafting and negotiating the contracts/agreements with various parties, including vendors, suppliers, clients and partners;
- Reviewing contract terms and conditions to ensure compliance with legal requirements and Organization policies;
- Reviewing and drafting product- related agreements, terms of service, privacy policies and

other legal documents;

- Collaborating with cross-functional teams, including product managers, engineers, and marketing to ensure legal compliance and mitigate potential legal risks.

## **II. SS Legal**

Designation: Senior Associate

Duration: June 2019 to till May 2023.

## **III. SS Legal (earlier AGM Partners)**

Designation: Associate

Duration: September 2018 to June 2019.

## **IV. AGM Partners**

Designation: Associate

Duration: October 2017 to August 2018.

## **ROLES & RESPONSIBILITIES:-**

- Drafting Agreements, Sale Deeds, Lease Deeds, Power of Attorney, Wills, Gift Deeds, Partnership Deeds and Relinquishment Deeds;
- Drafting of pleadings in Suits Original and Appellate Side, Summary Suits, Consumer Complaints & Appeals and Written Statements, Complaints under Negotiable Instruments Act, Appeals against judgment/decrees, Applications and Affidavits, Replies, Rejoinders, Replications, Written Arguments;
- Conducting and supervising the overall trial of the Claims pending before various District Courts, Consumer Forums, High Court of Delhi, State Commission of Delhi, National Commission, National Company Law Tribunal, National Company Law Appellate Tribunal, DRT & DRAT;
- Handling civil cases both at the Appellate as well as Original side in the Delhi High Court and the Supreme Court of India matters relating to Special Leave petition, Transfer petition, Revision petition, Regular First Appeal, Regular Second Appeal, Writ Petitions & Suits;
- Handling Arbitration cases both as Claimant and Respondent in the matter for Individuals as well as financial institutes & NBFCs;
- Providing legal consultancy in the field of commercial contracts, consumer law, corporate laws( incorporation of companies);
- Handling litigation in the field of consumer protection, civil suits, arbitration and matrimonial matters, Suits related to Possession, Partition, Injunctions, Declaration etc;
- Drafting of Statement of claims and Counter Claim in Arbitration matter;
- Drafting of Plaints, Written statements, Replications, Rejoinders, Legal Notices, 138 matters and their notices, Execution petitions;
- Client Handling and Briefing the senior counsels;
- Representing clients in different cities like Chandigarh, Mohali, Delhi, Pune, Mumbai for various matters;
- Ensured compliance to various legal standards and regulations.
- Maintained confidentiality of information for every client.
- Legal research on various Laws and Acts.

## **V. Birinder Singh & Associates- Mohali, Punjab**

Designation: Associate

Duration: June 2017 to October 2017

## **ROLES & RESPONSIBILITIES:-**

- Drafting various kinds of legal notices, applications, suits, complaints, petitions and other pleadings;
- Appearance in various matters before High Court of Punjab & Haryana, Chandigarh District Court, Mohali District Court, Panchkula District Court and Tribunals.
- Legal research for various Laws and Acts.

## **INTERNSHIP EXPERIENCE**

- Admission cell, Sharda University (05 June, 2013-14 August, 2013)
- Adv. Anil Rajput, District Court, Surajpur, Greater Noida (01 June, 2015- 15 August, 2015)
- Adv. Birinder Singh, Punjab & Haryana High Court (22 July, 2016-17 August, 2016)
- Adv. Arvind Tomar, Civil Court, Ghaziabad, U.P.

## **TECHNICAL QUALIFICATION**

- Typewriting English Higher.
- Ms-Office (Ms-Word, Ms-Excel, MS-Powerpoint)

## **SKILLS**

- Diligent and disciplined behavior towards work.
- Possess excellent verbal and written communication skills.
- Strong analytical skills.
- Willingness to learn.
- Team spirit.
- Ability to adapt multicultural environment.

## **PERSONAL DETAILS**

Date of Birth	: 12/04/1994
Father's Name	: Late. Anil Kumar Sharma
Nationality	: Indian
Religion	: Hindu
Language Known	: English, Hindi & Punjabi