**Ananya Chakravarti**

[ananya\_chakravarti@outlook.com](mailto:ananya_chakravarti@outlook.com) Mobile: +91-9911313917

Experience in Legal Services strengthened by intellectual curiosity and grounded in real world practical experience, providing the foundation for new ideas, development and implementation. In-depth knowledge of qualitative and quantitative research methodology. Skilled in problem solving and project management with a foundation in Law, Sociology coupled with English. Law helps me to get a step closer towards contributing my part to the ever-evolving process of Legal Advocacy.

Certified- Understanding Intellectual Property from Project Management Institute, USA and Preventing Harassment at Workplace from HR Certification Institute, USA

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| **Core Competencies** |

Microsoft Word Legal Research Team Management

Microsoft Excel Legal Drafting Project Coordination

Microsoft PowerPoint Consultation Conflict Resolution

Qualitative Research Quantitative Research Team Building

Teamwork Primary Research Secondary Research

Strong work ethics Communication skills Professionalism

Emotional Intelligence (EI) Problem solving Analytical Thinking

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| **Professional Experience** |

**January 2019- Dr. K.S. Bhati & Associates New Delhi**

**Present Legal Associate India**

* Drafting petitions, Legal Notices, Complaints and Defense replies, rejoinders
* Reviewing, researching and routing any incoming correspondence, including legal documents and emails and scrutinize information.
* Performing Quality Checks on work executed by subordinates to make sure it meets the quality requirements of the client.
* Track important filing and deadlines, check filing and due date.
* Assist in Alternative methods of Dispute Resolution primarily involving Mediation proceedings

**Aug 2018- Legal Matrix New Delhi**

**Nov 2018 Legal Assistant India**

* Assisted Senior Associate in the drafting of replies, rejoinders, written arguments, framing of issues, evidence
* Extensive research work on the following topics:  
  ϖ Provisions of the EPF Act, 1952  
  ϖ Recent Amendments made in Educational Institutions  
  ϖ RERA and its impact  
  ϖ Banking Law
* Prepared various summaries of judgements and brief of cases

**July 2017- Dr. K.S. Bhati & Associates New Delhi**

**Sep 2017 Legal Intern India**

* Research for case laws on various legal issues pertaining to interpretation of:  
  •various sections of the Hindu Marriage Act 1955 (provisions on Rights of custody, Divorce and Maintenance)  
  • Section 138 Negotiable Instruments Act, 1881
* Attended Court Trials and drafted synopsis and summaries of cases

**June 2016- Delhi State Legal Services Authority New Delhi**

**Summer Intern India**

* Made presentations on various departments supporting Judiciary in ensuring justice
* Visited Juvenile Justice Board, Directorate of Family Welfare, DCW, SPYM, IHBAS, Prayas among others

**June 2015- V.V. Giri National Labour Institute New Delhi**

**July 2015 Research Fellow India**

* Analyzing the nexus between poverty and labour in the subjugation of the underprivileged and vulnerable sections
* Identifying and prioritizing exploitation of children at the local, regional and national level.
* Collected Data and Records through Secondary method

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| **Education** |

September 2020- Prevention of Sexual Exploitation & Abuse(online certification)

UNHCR

May 2020- Validity of Contracts in India (online certification)

The Law Learners

April 2020- Preventing Harassment at Workplace (online certification)

HR Certification Institute & Society for Human Resource Management (SHRM®)

April 2020- Microsoft Excel 2019 (online certification)

NASBA

April 2020- The Negotiable Instruments Act, 1881 (online certification)

The Law Learners

March 2020- Understanding Intellectual Property (online certification)

Project Management Institute, USA

July 2015- Bachelors of Law New Delhi

Aug 2018 Faculty of Law, University of Delhi

July 2013- Masters in Sociology New Delhi

May 2015 Ambedkar University

July 2010- Bachelors in English Literature New Delhi

May 2013 Miranda House, University of Delhi

April 2009- XII New Delhi

May 2010 Mount Carmel School

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| **Additional Information** |

* Dissertation on “Sexual Harassment of women at workplace: Public and Private hospitals” and Awarded Grade A.
* Secured 1st rank in Political Science in XII(CBSE)in Mount Carmel School
* Secured 93% in Hindi in X Board Exams (CBSE) and received award from Hindi Academy

**Activities**

* Attended an international conference in Dhaka, Bangladesh held by ICBS (2018)
* Member of Research team in Legal Services Society (2016-2018)
* Member of Student-Faculty Committee at Ambedkar University (2014-2015)
* Member of “Organisational Exposure” at Centre for Social Research CSR, CAN SUPPORT, UNDP, Crisis Intervention Centre, Centre for Science and Environment (CSE), Austrian Embassy.
* Did a Certificate course on “Spoken English Upper Mediate”, at British Council (2011)
* Contributed articles in Academia,edu

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