**Nidhi Dahiya**

Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step; Targeting assignments in Business Analysis

**Target Location:** PAN India/Overseas

Nidhi Dahiya

Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step;

Enrich my legal skills and develop a practical legal experience.

Target Location: PAN India/Overseas



**Mobile: +91-8377889979 E**-**Mail:** [**nidhidahiya09@gmail.com**](mailto:nidhidahiya09@gmail.com)

# Objective

I want to succeed in a stimulating and challenging environment, building the success of the company meanwhile, I experience advancement opportunities.

I Have diverse experience in various fields with an ability to think analytically and find creative solutions to problems for the firm and willing to pursue my career in law where I can apply my legal skills and develop a practical legal experience

**Core Competencies**

|  |  |  |
| --- | --- | --- |
| Drafting of Appeals, Affidavits, Declarations, Legal Notices  Proof-reading | Legal Writing  Case Review  Revising Contracts | Negotiation  Reporting & Documentation  Legal Research |

**Soft Skills**

|  |  |  |
| --- | --- | --- |
| Communication Interpersonal Skills | Proactive  Team Management | Time Management Problem Solving |

**Technical Skills**

MS Office | Power Point | MATLAB |

# Professional Experience

## Jul’ 2022- till now with District Courts of Gurgaon.

## Key Result Areas:

* Proof-reading, editing, revising legal documents & contracts.
* Handling legal matters.
* Drafting of Appeals, Affidavits, Declarations.
* Drafting of legal notices and counter notices.

## Jul’ 2016- 2018 with as Business Developer in Clinfomatrix Pvt. Ltd.

## Key Result Areas:

* Identify potential clients in the target market and complete appropriate research on the prospective client’s business and equipment needs.
* Develop relationships with prospective clients, while maintaining existing client relationships
* Partner with sales teams to create contract-winning proposals for current and prospective clients.
* Negotiate contract terms with clients and communicate terms to stakeholders.
* Collaborate with design and production teams to ensure contracted product specifications are executed on-time and as agreed.

Aug’14-Jul’16 with JIMS-TECH Institute, Greater Noida as Assistant Professor [July 2014-2016]

## Key Result Areas:

## Teaching and supervising undergraduate and graduate students.

## Providing demonstrations and supervising experiments and investigations.

## Answering questions in class or via email or telephone.

## Providing Professors and Department Heads with feedback on student progress.

# Trainings & Internship

* **2022**: District Courts Gurgaon, Haryana
* **2021**: District Courts Saket, New Delhi
* **2020**: Payal Bahal & Associate, New Delhi
* **2019**: Rajeshwer K. Gupta & Associate, New Delhi
* **2020**: Diploma in Advanced Contract Drafting, Negotiation, And Dispute Resolution (Lawsikho)
* **2011:** Completed training in Electronics for 6 weeks at BSNL, Sonipat
* **2010:** Pursued training in Core Electrical Course for 6 weeks at NTPC, Badarpur

# Projects

* **2014:** Undertook M.Tech. thesis on “Detection of Unbalanced Loading of Generator using Digital Negative Sequence Relay” from DCRUST, Murthal, Sonipat
* **2012:** Accomplished B.Tech. Project on the topic “To Promote Energy Efficiency in Commercial Buildings using Green Building Concept” from K.I.E.T, Ghaziabad

# Education

* **2022:** Law from M.G.V.U, Jaipur with 7.5 CGPA
* **2021:** Enrolled in CS from ICSI
* **2014:** M.Tech. from D.C.R.U.S.T, Murthal, Sonipat with 8.2 CGPA
* **2012:** B.Tech. from K.I.E.T, Ghaziabad affiliated to Gautam Buddh Technical University with 72.8%
* **2006:** Intermediate in Science from Hindu Vidya Peeth, Sonipat affiliated to CBSE Board with 74%
* **2004:** High School from Malviya Shiksha Sadan School, Sonipat affiliated to CBSE Board with 76%

# Workshops & Conferences Attended

* **2014:** Led workshop on “MATLAB”
* **2010:** Administered workshop on “Implementation of Control Circuit using 8-Bit Microcontroller”

# Personal Details

**Date of Birth:** 27th September, 1990

**Languages Known:** English & Hindi

**Address:** FF-102, Sahyog Apartment, Sector-56, Gurugram-122011, Haryana, India

**Nationality:** Indian

**Marital Status:** Single

**Passport Details:** T1539504 **DOE:** 29/09/2029