

PROFESSIONAL SUMMARY

Motivated and detail-oriented legal professional with up to 1 year of experience in legal assistance and document processing. Strong skills in managing legal requests, assessing their validity, and preparing necessary documentation. Proficient in handling sensitive information while ensuring compliance with privacy laws. Excellent communication skills and proficient in MS Office Suite and in Legal Research. Able to work independently and collaboratively in a team environment.

Address: B6 Vidya Apartments 8, Ashok Vihar Phase III, Gurugram 122002

ACADEMIC QUALIFICATIONS

QUALIFICATIONS	UNIVERSITY/SCHOOL	YEAR OF COMPLETION/GRADE
LLM INTERNATIONAL LAW	NIMS, School of Law, Jaipur, Rajasthan	(2024) Results Awaited
B.B.A. L.L.B (H)	Fairfield Institute of Management and Technology, School of Law, GGSIPU University.	(2023) CGPA 8.36
HSC: CLASS XII, CBSE	Navyug School, Sarojini Nagar, New Delhi	(2018) PERCENTAGE: 82%
SSC: CLASS X, CBSE	Lal Bahadur Shastri Sr. Sec. Public School, R.K Puram New Delhi	(2016) CGPA: 9.0

EXPERIENCE

1. “LEGAL ASSOCIATE” (August 2023- Present)  
Law Office of Dignipaul & Associates, Senior Panel Central Government Standing Counsel for Union of India
  - Drafted legal documents, including petitions, affidavits, legal notice, written submissions and legal opinions
  - Assisted in case preparation and strategy development
  - Reviewed legal documents/ agreements.
  - Liaising with clients, court officials, and parties involved in cases
2. INTERN (March 2023- May 2023)  
Chambers of Senior Advocate Malvika Trivedi, Defence Colony, New Delhi,
  - Researched on matters dealing with Arbitration and its award disputes, and Civil Matters.
  - Attended Delhi Court Proceedings, NCLT, NCLAT
  - Drafted Legal notes and provided legal assistance for senior advocates
3. PROJECT INTERN (December 2022)  
Law Commission of India, Ministry of Law and Justice, New Delhi
  - Successfully delivered project Man Made disasters and legislations existing in India
  - Researched on Motor Vehicles Act and the amendment bill, presented various PowerPoint presentations
4. PROJECT INTERN (September 2022- October 2022)  
Department of Justice, Jaisalmer House, New Delhi
  - Successfully worked in Project on Pendency of the cases and the causes
  - Worked on NJDG (National Judicial Data Grid), delivered data analysis
5. Co-Founder, (April 2020 – December 2021)  
Legality Viability ([www.legalityviability.com](http://www.legalityviability.com))
  - Developed strategies to align organizational objectives with the company mission.
  - Drafted and executed agreements like employment, lease, advisory etc.
  - Led hiring processes and content creating
6. INTERN (July 2021)  
PSP Legal Associates & Solicitors, New Delhi
  - Researched various forums including Real Estate Regulatory Authority and National Consumer Dispute Redressal Commission
  - Drafted MOU, NDA and conducted due diligence
  - Researched laws and regulations and delivered analysis and assessments.

COURSES and CERTIFICATIONS

1. CONTRACT LAW, (March 2021- April 2021)  
Harvardx HLS2X, edX.org
2. MERGERS & ACQUISITIONS VIRTUAL EXPERIENCE PROGRAM (April 2021 – May 2021)  
Latham & Watkins
3. FINANCE, (Jan 2019 - Apr 2019)  
Finance Edge Institute of Financial Studies (EIFS) (New Delhi)

## PUBLICATIONS

### 1. "Right to Health", Upbeat Law Journal, Volume 1 Issue 3. ISSN: 2582-0451

*This article explores the legal and constitutional framework surrounding the right to health in India. It discusses the challenges in achieving universal health coverage and proposes recommendations for improving access to healthcare. The publication highlights the critical importance of health rights in promoting social justice and equality in the Indian context.*

### 2. "Mediation- A New Path for Dispute Resolution," Constitutional Jurisprudence and Evolution of ADR, ISBN: 978-93-5996-729-5

*Published by: Integrity Education India*

*This work examines the role of mediation as an alternative dispute resolution (ADR) mechanism within the Indian legal system. It delves into the constitutional underpinnings of ADR and the evolution of mediation as a preferred method for resolving disputes outside traditional courtroom settings. The publication underscores the potential of mediation to reduce litigation burdens and enhance access to justice.*

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## POSITION OF RESPONSIBILITIES and EXTRA-CURRICULAR ACTIVITIES

### 1. COORDINATOR (November 2019- November 2020)

Think India- Delhi

- Coordinator of Think India presents "Landmark Cases 2019" held in January 2020.
- Conducted research, gathered information from multiple sources, and presented results.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.

### 2. VOLUNTEER (May 2021)

Law Project India

### 3. VOLUNTEER (March 2020 to May 2020)

Hamari Pehchan NGO

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## ADDITIONAL SKILLS

1. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
2. Knowledge of research tools (Manupatra, SCC Online).
3. Fluency in English and Hindi; Learning Spanish.
4. Strong work ethic, motivation, and positive attitude.

*Please note that all the documents stated above shall be presented whenever asked for.*

