

**Akanksha Chauhan**  
**(Corporate Lawyer)**  
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Current Location: Pune

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## Career Objective

As a dedicated legal professional with a comprehensive background in contract life cycle management, legal research, analysis, and drafting, I aim to leverage my skills in a dynamic legal environment. I am committed to ensuring compliance, mitigating risks, and upholding data privacy norms while contributing to organizational success. My goal is to explore innovative approaches and excel in achieving both organizational and personal objectives.

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## Strengths

- Strong analytical, interpersonal, and communication skills.
  - Proficient in IT platforms and legal digitalization software.
  - Detail-oriented with a focus on reviewing and managing legal documents.
  - Effective problem-solving skills with the ability to identify and address legal issues.
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## Work Experience

### Infosys

*Senior Legal Executive*  
(2019 – Present)

- Conducted legal research and litigation analysis using client tools.
- Performed judicial analytics and legal data abstraction on U.S. legal documents.
- Provided legal data services related to judgments and regulations.
- Drafted and edited legal content according to client formats.
- Summarized legal matters including contracts, judgments, and orders.
- Managed contract life cycle, including drafting, vetting, and summarization of commercial documents (MSAs, NDAs, etc.).
- Utilized CLM, ECMS tools, and software like DocuSign, Icertis, SAP, and Conga XtractEdge.
- Completed certifications in Contract Digitalization, IPR, Risk Management, and Data Privacy Compliance.
- Received a Recognition & Reward award for exceptional performance.

**RITESH R. MAHAJAN ASSOCIATES IRP LLP**

*Attorney (Commercial Litigation)*

2019

- Worked on the Insolvency and Bankruptcy Code, 2016.
- Drafted petitions for operational and financial creditors, demand notices, and defence arguments.
- Prepared and filed replies, rejoinders, and other legal documents.
- Attended CIRP meetings, CoC meetings, and drafted minutes of meetings.
- Researched case laws and drafted LLP agreements.

**A.K. SINGH & CO, ADVOCATES, SOLICITORS & CONSULTANTS**

*(Intern)*

*New Delhi, 2014*

- Assisted with Arbitration and Conciliation Act 1996 cases.
- Researched and drafted case notes on judgments and corporate law.
- Worked on corporate, commercial, and labor law matters.

**Juniorship of Anirudh Prathinidhi & Vinayak Abhyankar**

*(Intern)*

*Pune, 2014-2017*

- Assisted with real estate, civil, and contract breach matters.
- Researched and drafted arguments for appeals and written statements.
- Worked on family disputes, constitutional cases, and attended court proceedings.

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**Education**

- LL.B.
- Master's Degree in Business Law
- Diploma in Human Rights

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**Certifications**

- Contract Life Cycle Management
- Intellectual Property Rights (IPR) (ongoing)
- Entertainment & Media & Sports Laws (ongoing)
- Contract Digitalization
- Risk Management
- Data Privacy Compliance & Assessment

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**Seminars & Workshops**

- Participated in a workshop on Share Listing at NLC, Pune (2015).
- Attended various seminars, including the Honourable Bhagwati Moot Court Competition.

Languages – English, Hindi & Marathi (Understandable).