

DIKSHA KHANDURI

Block-AG1, Flat No. 1A, Vikaspuri,
New Delhi, India 110018
advdikshakukrety@gmail.com

KEY SKILLS

- Proficient in **conducting in-depth research** on civil, criminal, family, and corporate law matters, ensuring accurate and **actionable advice**.
- Experienced in **drafting** a variety of **legal documents**, including contracts, agreements, pleadings, and legal notices, ensuring compliance with regulatory and statutory requirements.
- Skilled in representing clients in **courts, tribunals, and mediation** centers, with expertise in arbitration and alternative **dispute resolution** mechanisms.
- Indian legal experience and adept at transitioning to international compliance frameworks, including **corporate governance, labor laws, and taxation** matters.
- Strong courtroom presence and effective advocacy skills developed with **litigation experience** in prestigious courts (Supreme Court of India and Delhi High Court)
- Proven ability to **collaborate** with senior advocates, legal teams, and clients, fostering effective **communication** and strong professional relationships.
- Dedicated to understanding **U.S. corporate frameworks**, contract law, and compliance standards, positioning for effective integration into corporate counsel roles.

PROFESSIONAL EXPERIENCE

Prompt Legal

LEGAL ASSOCIATE – APR' 23 to PRESENT

- Experienced Self-Employed Legal Practitioner providing comprehensive legal services and consultations to individuals and businesses.
- Conducted detailed legal research, analyzed case law, statutes, and regulations, and applied legal principles to develop effective strategies and solutions for clients.
- Drafted and reviewed a wide range of legal documents, including contracts, agreements, pleadings, and legal opinions, ensuring accuracy, clarity, and compliance with relevant legal standards.
- Represented clients in negotiations, mediation, and court proceedings, advocating for their rights and interests while maintaining the highest standards of professionalism and integrity.
- Specialized in Civil and Criminal Law, Family Law, Arbitration & Dispute Resolution, Service Matters, and Indirect Taxation, offering in-depth expertise to clients facing complex legal challenges.
- Built and maintained strong client relationships through effective communication, empathy, and a client-focused approach, earning a reputation for trustworthiness and client satisfaction.

Ajay & Neelam Sharma, Advocate on Record, Supreme Court of India

LEGAL ASSOCIATE – AUG' 16 to FEB' 23

- Gained extensive experience in conducting in-depth legal research and providing litigation support, collaborating with Additional Solicitors General (ASGs) to brief on complex cases involving the Union of India.
- Proficient in drafting a variety of legal documents, including Special Leave Petitions (SLPs), writ petitions, legal notices, demand cum show cause notices, and summary suits, ensuring precision and compliance with legal standards.
- Built and maintained strong professional relationships with clients and legal counterparts, fostering effective communication and earning a reputation for reliability, trustworthiness, and dedication to achieving favorable outcomes.
- Skilled in representing clients before various courts, tribunals, and prestigious institutions such as the Hon'ble High Court of Delhi and the Hon'ble Supreme Court of India, demonstrating strong courtroom presence and persuasive advocacy.

- Dedicated to professional development by staying current with legal trends, attending conferences, seminars, and workshops, and continuously seeking opportunities for growth.

Bhatia & Company

LEGAL INTERN – JUL' 14 to AUG' 14

- Conducted legal research on cases involving Family Law, Negotiable Instruments, and Criminal Law.
- Drafted legal documents including Bail Applications, Writ Petitions, Suits for Recovery, Applications for Rejection of Plea, Pleading Amendments, and Legal Notices.
- Represented clients in the Mediation Cell of the Hon'ble High Court of Delhi, as well as various District Courts.

Rajiv Kapoor & Co.

LEGAL INTERN – JUN' 13 to AUG' 13

- Conducted legal research on ongoing cases, with a focus on Civil Law matters.
- Drafted legal documents including Notices, Plea, Written Statements, Rejoinders, Powers of Attorney, Bail Applications, Affidavits, and other related instruments.
- Represented clients in District Courts and the Hon'ble High Court of Delhi, attending to various legal proceedings.

ACADEMIC BACKGROUND

- **B.A.LL.B(H) – JD Equivalent (2011-2016)**
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
- **XII (2010) – X (2008)**
CBSE

AWARDS AND CERTIFICATE

- **BEST MEMORIAL** 5th Vivekananda Institute of Professional Studies INTRA MOOT COURT COMPETITION, 2013
- **BEST DRAFT RESOLUTION** in PROMOTION AND PROTECTION OF CHILD RIGHTS in HUMAN RIGHTS COUNCIL in VIPS MUN, 2013
- **PARTICIPATION CERTIFICATE** 50th Anniversary of the Advocates Act, 1961 organized by the Bar Council of India
- **CERTIFICATE by LEGAL DESIRE** Research paper on CHILD RIGHTS IN INDIA: BEGGING/ TRAFFICKING/ PROSTITUTION IN INDIA
- **CERTIFICATE BY VIPS** Vivekananda Institute of Professional Studies INTRA MOOT COURT COMPETITION, 2013
- **CERTIFICATE BY VIPS** Vivekananda Institute of Professional Studies INTRA MOOT COURT COMPETITION, 2014

PROJECTS

- Evidentiary value of Narco Analysis and Polygraph Test
- Independence of Judiciary vis-à-vis NJAC