



Bachelor of Arts and Bachelor of legislative Law (B.A.LL. B) Honours
(GGSIPU)

Intellectual Property Rights and Information Technology
(Indian Law Institute)

Shalu Sagwan

+91-7982225852

shaluSagwan008@gmail.com

PREVIOUS EXPERIENCE

Accenture Solutions Private Limited (October 2021 – Present): Professional services company specializing in IT services and consulting.

Role : Sourcing & Cat Enablement Associate

1. **Primary responsibilities** involved Procurement, negotiation, approval, and **management of contracts via SAP ARIBA**.
2. Incident management using **ServiceNow** for Procurement tickets.
3. **Secondary responsibilities** involved creation of **reports on excel** for incoming contracts on a **daily, weekly, and monthly basis**.
4. **Automated excel reports** using **PIVOT TABLE, VLOOKUP, INDEX & MATCH**, and transitioned the report on **Power BI**.

Eminent India Private Limited (July 2021 – September 2021): Eminent provides services like Legal Compliance, Auditing, Licensing in multiple sublines of Corporate Laws and Taxation.

Role : Compliance Executive

1. Purview of the role entails conducting **Compliance audits on Licenses and Client's taxation**.
2. **Obtain Licenses** and provide other services such as **Contract abstraction, Drafting, Vetting & legal assistance** regarding **Corporate Laws**.
3. Providing **excel based licenses related reports** to the leadership.
4. **Communicate** and **negotiate** with clients, regulators, external counsel, public authorities etc.
5. **Analyze** and apply **effective risk management techniques** and offer **proactive advice** on possible **legal issue**.

AB Law Partners (February 2019 – July 2021): AB Law Partners is a legal consultancy and qualified arbitrators, mediators and negotiators having its expertise in different areas of litigation.

Role : Legal Intern

1. **Assist lawyers** by **researching** and consolidating information from legal resources.
2. Conducted **client interviews** and all client intake services & **maintained master calendar** for **appointments**.
3. **Drafted various petitions and applications** e.g. NI ACT, divorce, DV ACT, RERA, DIAC, CEVEAT, INSOLVENCY PLAINTS, CIVIL & CRIMINAL PLAINTS, AFFIDAVIT, PATENT & COPYRIGHT APPLICATIONS etc.
4. **Contract reviewing** and **Redlining, Trademark, Copywrite & Patent registration**.

MOEOC Visa and Immigration Law Firm (February 2019 – July 2021): is a Unit of AB Law Partners expertise in international issues.

Role : Legal Intern

1. Provide legal immigration assistance to clients e.g., filing **visa applications (study permit, open work permit, spouse visa, tourist visa etc.)**.
2. Drafting **VISA refusals applications, NOC & Covering letter**.

EDUCATIONAL QUALIFICATIONS

Bachelor of Arts and Bachelor of legislative Law B.A.LL. B (H)	2016-2021	Guru Gobind Singh Indraprastha University (75%)
Certificate in Intellectual Property Rights and Information Technology	2021	Indian Law Institute
12 th NIOS	2015	National Institute of Open Schooling (50%)
10 th CBSE	2012	Mata Sukhdevi Public School (70%)

PERSONAL SKILL SET

- **Proficiency in Advanced Excel, PowerPoint Presentations, Microsoft office, SAP Ariba, Service Now.**
- **Proficiency in Drafting, Documentation, Negotiation, Time management, Client Management and Strong Communication Skills.**
- Proficient in **Hindi/English/Punjabi/German**. (Level of proficiency of each language varies)

HOBBIES

- Learning new languages, Painting and watching documentaries