

VAISHALI GULATI  
H. No. 215, 2<sup>ND</sup> Floor, Tagore Park, Near Model town, Delhi  
Phone: 9654492860  
Email: Vaishali.Gulati.Adv@gmail.com

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### **CAREER OBJECTIVES:**

To make a challenging and rewarding career in legal field where professional knowledge will be utilized effectively and to contribute 100% for Organizational development.

### **ACADEMIC & PROFESSIONAL EDUCATION:**

1. Bachelor of Law (L.L.B.)
2. M.A (English).
3. English (Hons)
4. Completed DOEACC "A" level program from Punjab Technical University.

### **CAREER PROFILE:**

1. **April 2016-till date**  
**CONSILIO INDIA** (Legal Analyst)
  - Reviewing and analyzing of the complex documents and performing quality checks on the documents reviewed by the team in an individual capacity.
  - Preparing metrics report which we call as DMR (Daily metrics report) depicting the total documents reviewed in a day there by segregating the responsive and Non responsive population.
  - Performing conflicts and conflicts checks on the work done in a day. Sending release of the work done in an individual capacity thereby meeting the tight deadline.
  - Taking weekly review calls with the clients for feedbacks and discussing general developmental agendas
  - Handling Contract life cycle management, particularly Abstraction, Drafting and Due-Diligence.

- Summarize key terms and conditions of contracts.
- Analyze and report exceptions on contract terms and offer recommendations for improvements.
- Assisted in Drafting/Negotiating Financial Contracts of one of the leading banks.
- Abstraction of Termination Agreements, confidentiality Agreements, Amendments and Addendums for a leading telecommunication giant.
- Sending weekly and monthly reports directly to client and maintain data for the entire team.
- Keep the team updated on contract renewals /extensions and latest client updates.

2. **July 2009-March 2016**  
**N.K Gulati and Co (Legal officer )**

- Handling several DVAT, Income Tax, Sales Tax, Excise, service tax, Negotiable instruments and matrimonial matters.
- Appearing before the tribunal, Appellate authorities. Hon'ble High Court and Supreme Court for representing tax matters. My sphere of work here involves litigation at high court and tribunal, filing and handling of objections and appeal, being conversant with all the notifications and circulars under tax laws, providing consultation to MNC's and Business houses in India, handling all types of compliances with Revenue authorities. .
- Proficient with internet research and legal research databases such as Lexis.com and Westlaw.
- Ability to review complex written documents, draw conclusions and make connections among legal authorities.

**HOBBIES:**

Listening to Music, Travelling, watching Movies