

UDIT SHARMA

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F-1691, 1st Floor, Sec-49, Sainik Colony
Faridabad, Haryana-121001

Objective:

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

Professional Synopsis:

An ambitious and strategic B.A.L.L.B with 1 year of experience in Contract Management and Litigation Management and wide interest in Contract Drafting, Documentation, Litigation and Legal Affairs,. An effective communicator with exceptional relationship management skills and adept at maintaining cordial business relationship.

- Good command over legal concept.
- Excellent Drafting Skills.
- Excellent knowledge of laws and legal aspects.
- Good negotiation skills.
- Keen listening skills.
- Good analytical, reasoning and time management skills.
- Techno savvy.
- Ability to work well under pressure and communicating ideas clearly and effectively.
- Good team player with good problem solving and analytical skills.
- Self-motivated and ability to learn new techniques.
- Excellent decision making skills with a positive approach and **"CAN DO"** attitude.

Educational Qualification:

<i>Qualification</i>	<i>Stream</i>	<i>Name of the Institute / Board</i>	<i>Session</i>	<i>Marks (%)</i>
10 th	PCM	C.B.S.E BOARD	2007	62.40%
12 th	PCB	C.B.S.E BOARD	2010	59.90%
B.A.L.L.B	B.A.L.L.B (Hons.)	Maharshi Dayanand University (MDU)Rohtak	2012-2017	64.00%

Key skills:

- Expertise in Contract Drafting, Proof Reading, Analysis and Litigation Management.
- Drafting of Agreements i.e, Business Correspondence Agreements, Collaboration Agreements, Shareholders Agreement, Non-Disclosure Agreements Term Loan Documentation and many others.
- Litigation Management for Criminal Complaints under Sec-138 Negotiable Instrument Act

- 6- Months experience of Legal drafting and research in Delhi High Court under Sh. Preet Pal Singh (Panel Advocate Bar Council of India) on Civil, Company matters and WRIT Petitions.
- Company Matters, Civil Eviction, Rent Matters & Civil Writ Petitions
- Proficiency in making Court Appearances, Litigation, Arbitration and Mediation
- Legal Drafting, Notice and Pleadings.
- Efficiency in Research in Case Laws SCC, AIR etc.
- Evaluate findings and develop strategies and arguments in preparation for presentation of cases.
- Review and analyse media articles/company filings, from open media search, online databases, government departments etc.
- Worked on E-Contracts, their Legal applicability and issues with Stamp-Duty Payment on E-Contract.
- Intimately worked with Recovery Team on recovery of Loan EMI's.

Professional Experience:

- Working in Usha Financial Services Pvt. Ltd., a start-up NBFC, for Past 13-Months, with core work area being Contract Drafting, Proof Reading, Analysis of Corporate Contracts and Litigation Management of Criminal Complaints under Sec-138 Negotiable Instruments Act.
- 6- Months training in Delhi High Court under Sh. Preet Pal Singh (Panel Advocate Bar Council Of India) on Civil, Company matters and WRIT Petitions.
- 2- Months Internship at Tees Hazari Courts under Sh. Deepak Sharma(Advocate) in Criminal Matters.

Training& Internship:

- 6- Months training in Delhi High Court under Sh. Preet Pal Singh (Panel Advocate Bar Council Of India) on Civil, Company matters and WRIT Petitions.
- 2- Months training in Tees Hazari Courts under Sh. Deepak Sharma (Advocate) on Criminal law.

Computer Proficiency:

- Operation system Windows 10.
- Ms Office, Word and PowerPoint.
- Basic Level Knowledge of MS Excel.

Hobbies

- Reading newspaper, novels and inspirational stories.
- Writing essays and articles.
- Listening Music & Singing too.
- Playing Table Tennis, Cricket and PC Games.
- Net Surfing & Involve Social Activities.
- Visiting different places mostly spent time with friends.

Extra Curricular Activities

- Participated and organized Moot Court Competitions.
- Participated in essay writing and debate competitions.
- Organized college fest and also participated in different college fests.
- Active volunteer in college programs.

Personal Profile:

Father's Name:	Mr. Ram Bihari Sharma
Date of Birth:	03-01-92
Religion:	Hinduism
Nationality:	Indian
Sex:	Male
Language known:	English, Hindi (Reading & Writing)
Permanent Address:	F-1691, 1 st Floor, Sec-49, Sainik Colony, Faridabad, Haryana-121001

Declaration:

I hereby declare that all the above information is true to the best of my knowledge and any information if found to be false is only due to my negligence.

Date :

Place :

(UDIT SHARMA)