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| **SAURABH SALIL**  Date of Birth – 25 Sep 1982 saurabhsalil82@gmail.com B-51/S-1 Block B, Dilshad Garden Mobile - 9654876779  Delhi – 110095 | | |
| **PROFESSIONAL SUMMARY** | | |
| Lawyer and a Company Secretary with more than six years of exposure to Intellectual Property laws and overall more than 8 years of experience in legal domain. Presently working with Accenture Solution (India) Pvt. Ltd. as a Senior Contract Analyst. | | |
| **WORK EXPERIENCE** | | |
| Accenture, Noida – Senior Contract Analyst, Contract Management (April 2016 – Till Date) | | |
| * Contract Review – Reviewing the contracts, Statement of Work, Work orders, Change orders, extracting Deliverables & Obligations from the contract to manage legal risks and ensure the compliance. * Documentation Control – Maintaining the contract records in compliance with Accenture Policy. * Contract Tracking – Tracking the progress of the Contracts/Statement of Works. * Reporting – Sending reports to the project team informing them the status of all the pending and executed contracts. * Resolving Queries – Resolving contractual queries of the delivery team as and when those arise. | | |
| CPA Global, Noida – Senior Analyst (August 2009 – April 2016) | | |
| * Delivering Law Updates – Responsible for timely delivery of monthly intellectual property law updates to the clients through company owned software. This involves liaising with the software development teams. * Law Bulletin Drafting and Vetting **–** Drafting the law updates bulletin each month summarizing the intellectual property law updates to make it easy for clients to understand the law. Vetting the document to ensure document adheres to the set standards, consistency and for any missing information. * Client support **–** Advising and resolving software and law related queries raised by the clients. * Legal Research - Researching on Patent, Industrial Design and Trademark laws for over 200 jurisdictions worldwide. Successfully lead and supervised several legal research projects. Guided the group of researchers on the issues hindering the timely completion of the project. Contacting the agents/law firms across the world. * Software Configuration & Testing – Implementing the legal information in the company’s software and manually test the software to check its behavior. | | |
| Life Business Projects, New Delhi – Legal Consultant (October 2006 – January 2008) | | |
| * Conducted legal research to find out various legal compliances applicable to an industry. Drafted non-disclosure agreement and lease agreements. Also, worked on the development of the Arbitration Center. | | |
| Contractual Legal Assignments | | |
| Worked with companies like Zenith IBridge, Innodata Isogen and Ameriprise Financial on short term contract basis. My services included:   * Drafting of service agreements, lease agreements, non-disclosure agreements etc. * Reading U.S. case law Judgments, analyzing and finding out the discussed point of law and classifying them under different legal heads and industrial topics. * Worked on document review project for a patent infringement litigation matter. This involved sorting through and analyzing the documents with high attention to detail to determine which are sensitive or otherwise relevant to the case. * Worked on Document Review/E–Discovery matters and conducted Email surveillance to check any compliance violation by reviewing and interpreting e-mails on a daily basis. | | |
| **INTERNATION EXPERIENCE AT CPA GLOBAL** | | |
| * Client Support Training, June 2012, Paris, France   Underwent 2 weeks of extensive training in Paris to understand how to deal with client queries effectively and efficiently.   * Law Update Testing, January 2010, Paris, France   Visited Paris office for a month to collaborate and work together with the software teams in Paris to develop a testing plan for testing the management of the law updates in the software. | | |
| **ACADEMIC BACKGROUND** | | |
| Company Secretaryship (CS) | 2015 | Institute of Company Secretaries of India |
| Post Graduate Diploma in International Trade Law | 2008 | Indian Law Institute |
| Bachelor of Laws (LL.B.) | 2006 | Chaudhary Charan Singh University |
| Bachelor of Commerce (B.Com) | 2003 | University of Delhi |
| Class XII | 2000 | Green Fields Public School |
| Class X | 1998 | Green Fields Public School |
| **PROFESSIONAL CERTIFICATION**:  Certificate Program on Investment Banking by The Wall Street School, Delhi (October 2015) | | |
| Key Learning: | | |
| * Performed **Company Valuations** utilizing:   Markets Approach (Relative Valuation – Trading Comps & Deal Comps)  Income Approach (Future Cash Flows – Discounted Cash Flows)   * Built fully integrated financial statements projection models including ability to run sensitivities within models * Worked on company profiles, sector analysis, competitive benchmarking, industry analysis etc. | | |
| **OTHER CERTIFICATIONS** | | |
| * 12 weeks Diploma in Accounting – Core Practices and Theory from ALISON (Online Learning) * Certificate of successful completion of LPO & Corporate Training Program. * Certificate in General Course on Intellectual property rights from WIPO, Geneva (World Intellectual Property Rights Organization) [Online Learning] * Certification of Participation in All India Essay Competition held by Manupatra. | | |
| **COMPUTER PROFICIENCY** | | |
| * MS Office (MS Excel, Word and Power Point) | | |