

**Himani Khullar**B.A. LL.B(Honors)  
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Address-** 90/18 A 3rd floor Malviya Nagar, New Delhi 110017

**EDUCATIONAL QUALIFCATION**

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| **UNIVERSITY/SCHOOL** | **QUALIFICATION** | **CGPA/PERCENTAGE** |
| GGSIPU (IP University) | BA.LLB(Hons) | 70 % |
| Delhi Police Public School,  New Delhi | Higher Senior Secondary (Class XII); Affiliated to CBSE Board | 82.25% |
| Delhi Police Public School,  New Delhi | Senior Secondary (Class X); Affiliated to CBSE Board | 7.6 CGPA |

**ADDITIONAL COURSES**

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| **COURSE** | **INSTITUTION** | **YEAR** |
| Cyber Laws- certificate course | ILI (Indian Law Institute) | 2013 |
| Intellectual property rights- certificate course | ILI (Indian Law Institute) | 2014 |

**PROFESSIONAL EXPERIENCE**

* **SETH LAW CHAMBERS** (January-July 2020)
* Worked on various Commercial Arbitration proceedings, Commercial Contracts disputes and Civil Suits.
* Drafting, reviewing and vetting of Contracts.
* Drafted various Statement of Claims/Defense, Appeals challenging various  
  Arbitral Award and Petition for appointment of Arbitrator.
* **NOVUS LAW PROFESSIONAL SERVICES LTD.** (February 2019-January 2020)
* Contract Management, Contract Abstraction, Extraction of important dates and clauses.
* Document Review and due diligence with regards to companies investing in India and Legal Compliance.
* Preparing Summary of Contracts and uploading it on internal software’s.
* Worked on E-discovery and software’s like Relativity.
* Management and Analysis for litigation, investigations, mergers and acquisitions(M&A)
* Drafting and vetting of contracts.
* E-discovery, Corporate Governance.
* **SHALABH GUPTA & CO. LAW OFFICES.** (July 2017-January 2019)
* Drafted several plaints, written statements, Legal notices, Reply and, applications, and rejoinders etc. prepared several complaints cases under Negotiable Instruments Act, including assistances in Court.
* Assisted in matters related to eviction petitions under Delhi Rent Control Act.
* Assisted in cases related to Arbitration & Conciliation pertaining out of commercial contracts, service agreements and operation & maintenance disputes.

**INTERNSHIPS**

**1) Shalabh Gupta & co. Law Offices, New Delhi** [16th January 2017-15th May 2017]

* Attended High court & District Court proceedings
* Drafted legal notices related to Negotiable Instrument Act and Consumer Cases
* Research on case laws, judgements and amendments in law provisions.

**2) Lex Meridian- Indian-Anglo Law firm, New Delhi Office** [ February, 2016:4 weeks]

* Project – Majorly research-based internship Under supervision of Barrister Satnam Singh Bains.
* Main areas of work- arbitration, visa immigration laws, human rights, International laws.
* Learnt drafting of HRLN & NHRC cases report writing and NHRC case visits etc.
* Contract reviewing and contract drafting. Extraction of important dates and relevant material from big document files.

**3) A.U Khan & Associates** [July-August 2014: 8 weeks] & [ July, 2013: 4 weeks]

* Learnt basic proceedings in Civil and Criminal Trials
* Prepared and filed exemption and other applications
* Researched on Case Laws and Judgements.

**SKILLS**

* Computer: Proficient in Microsoft Word, Microsoft Excel & Power Point.
* Language known: Fluent in English and Hindi
* Quick learner, good orator and good managerial skills.