**CURRICULUM VITAE**

**ASHUTOSH KUMAR SHUKLA**

Contact No. 9519709045

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**CAREER OBJECTIVE**

***To be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself***

**PROFESSIONAL EXPERIENCE**

* **Two year experience of abstraction associate for legal content abstraction and spell error project for e-legal data processing Indian court’s judgment and, legal summarization, head noting, legal documentation in Altivolus infotech ltd Noida (Sister concern of MANUPATRA- Noida)**
* **One Year Experience of legal documentation checking in lpo lexisnexis india**
* **Worked as a Legal Editor for Head noting Project thru vendor VCTECH for LPO project of LEXIS NEXIS (group of REED ELSEVIER ) in Andhra Pradesh and Coingeit pvt ltd, Vendor of WEST LAW (group of Thomson reuters) in Noida**
* **Experience for drafting of Head note, notices, lease document and contract, sale deed, Ruling & preceding search, legal search, in Legal Process Outsourcing (LPO) Project**
* **Experience for summarization and drafting of Various legal SUBJECT matter Files as, civil, criminal, property, limitation, insurance, motor vehicle, family and maintenance, service, RTI, easement right, mortgaged, consumers affairs, legal proceedings, legal documents filing, taxation, criminal and civil with company law**
* **Effective Strategize for handling/management of legal claims**
* **Ensure effective implementation of processes set by company and department**
* **Experience of legal notice replying, drafting, emailing, client query etc**
* **Experience of handling of all case and proceedings**
* **Ensure speedy process and compliance of orders passed by courts and other regulatory and administrative bodies**
* **Able to Guide to departments on actionable step, to reduce litigation**
* **Experience in drafting cases, Complaints case, MoU, agreement, affidavit, reply to client bia notice and email**
* **Experience of Attending Courts, Tribunals legal proceedings**
* **Well versed with status of Court matters and Maintaining Legal Status report**
* **Worked in Electronic Corporation as LRA associate for digital signature technical process and document verification for UP state Govt project**
* **Experience of Filing of cases U/s 12 Consumer protection Act**
* **Excellent coordination with Advocates, Solicitors & Government Authorities, Well versed with adequacy and timeliness in all statutory and regulatory compliances**
* **Excellent Drafting and vetting for petitions/applications/suits etc.**
* **Effective communication skills good interpersonal and communication skills**
* **Experience of Filing of cases family dispute/domestic violence/ divorce/ maintenance/ restitution of conjugal right**
* **Experience of handling legal matters, litigation, arbitration, regulatory matters related to power sector, corporate law etc**
* **Experience of handling legal matters 138 NI Act case process**
* **Experience of cases u/s 135 , 138 of Electricity act 2003**
* **Experience of Filing of cases u/s 166 MACT act cases for claim/compensation**
* **Skilled in drafting and filling bail bond/ affidavit making**
* **Well versed with u/s 156 (3) CrPC case filing complaint case filing process**
* **Handling criminal cases under IPC, electricity act and other substantive and procedural laws**
* **Four Experience of handling legal matters, litigation, arbitration, regulatory matters related to power sector, corporate law etc**
* **Experience of Filing of cases u/s 135 , 138 of Electricity act 2003**
* **Enrolled as an advocate in Bar Counsel of Allahabad**
* **Currently practicing as lawyer in local jurisdiction area in UP/lucknow**

**PROFESSIONAL QUALIFICATION**

* **LLB from CSJM University Kanpur in 2015**
* Diploma in Computer Fundamental (ADIT) from Allahabad in 2006
* CCC in computer concept and fundamental from NIELIT in 2015

**EDUCATIONAL QUALIFICATION**

* MJMC from UPRTOU Allahabad in 2009
* B.Sc (chemistry) from MJPRU Bareilly in 2003
* Intermediate from U.P. Board, Allahabad in 2000
* High School from U.P. Board, Allahabad in 1998

**PERSONAL PARTICULARS**

Date of Birth: 13th Jan, 1983.

Language Known: English, Russian & Hindi.

Hobbies: **Watching Old Movies, Songs, and Historic al Places & Reading**

**(AASHUTOSH SHUKLA)**