Vijay Kumar

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# Professional Summary

# Enthusiastic Associate with over four years of successful experience in legal and tax compliance eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. A clear understanding of legal compliance, abstraction, Legal Research, and U.S. Direct tax.

# Work History

# Associate, 04/2018 to Current

# Ernst & Young - Noida

* Consult tax law handbooks or bulletins to determine procedures and follow compliance for the preparation of typical returns and used an operating agreement, and implement the changes as per client requirements.
* Interpreting and complying with state, local and international statutes, regulations, and legislation and prepare the tax return.
* Vetted and reviewed contracts of the company with the clients seeking law update services. An Analysis of various agreements, deeds, and contracts, and abstract information as per the client guidance and make a report.
* Work closely with the legal team while ensuring seamless contract formation and contract execution support is delivered within deadlines to the organization
* Responsible for the management and delivery of complex and medium risk contracts and provide support to the business or client unit.
* Help to maintain the company database and assist in the digital archiving process.
* Assist in the implementation of data governance practices and monitoring such implementation, and make a summary report.

**Review Associate**, 05/2017 to 04/2018

**Xerox India Pvt Ltd-** Noida

* Providing various offshore services to our clients involves investigation and scrutiny on the disputed matter for which the litigation is filed or about to happen. It also includes assisting the clients in detecting the essential documents and the draft version of the agreements that are influential to the litigation.
* Involves vetting and drafting of various sets of documents for the clients before they are put into execution: examples: Master Service Agreement, N.D.A.’s, S.O.W., etc.
* Abstracting of the Contacts and Agreements entered between the client and their respective parties, which would simplify the working of their in-house counsels.
* Analyzed complex legal documents, including emails, contracts, spreadsheets, and other financial documents.

**Assistant Advocate,** 07/2016 to 05/2017

**A.D.V. Joginder Tulli And Associate-** New Delhi

* Drafting of various civil matters (i.e., recovery suit, declaration suit, permanent injunction, etc.), Arbitration, Legal notice for non-payment of dues, Cheque bounce, Trademark applications, Consumer cases, Criminal Complaints, etc.
* Advise clients concerning business transactions, claim liability, the advisability of prosecuting or defending lawsuits, or legal rights and obligations.
* Redlining and Proofreading of contracts.

# Education

## l.l.b: L.A.W., 2016

**CCS UNIVERSITY**

## BBA: B.B.A. (baCHELOR OF BUSINESS STUDIES), 2012

## I P uNIVERSITY (ggsipu)- New delhi

# Skills & Abilities

* Efficient researcher
* Contract review
* Contract abstraction
* Investigation skills

# Hobbies

I like Travelling and cycling, and by these activities, I re energies myself and gain some knowledge and make a friend by knowing their culture and sharing thoughts.

# Personal Detail

Name : Vijay Kumar

Father’s Name : Mr. Virpal Singh

Birth date : 11th March 1992

Birth Place : Mumbai

Language : Hindi, English.

Nationality : Indian.