ANKITA BAKSHI

**LEGAL RESEARCH ASSISTANT AT HIGH COURT OF CALCUTTA**

**Add: EE-92/6 SECTOR-II SALT LAKE CITY KOL-91,**

**Date of Birth: 28th October 1991**

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| **PROFILE** |
| **I am a Law Graduate from Faculty of Law, University of Delhi, currently** I am working as a Legal Research Associate under Hon’ble Justice Kausik Chanda of Calcutta High Court, prior to my job in High Court I was litigating for two years. **I have qualified AIBE (ALL INDIA BAR EXAMINATION)** and am an enrolled bar member, I am a sincere, determined, diligent and hard-working person who is eager to work in the field of law and contribute in it. I sincerely wish to join your company and work in it. I am extremely good at research, due diligence and vetting contracts. |

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| **WORK EXPERIENCE** |
| ***RESEARCH ASSISTANT IN HIGH COURT OF CALCUTTA*** | ***Feb 21 – Present*** |
| I am working as a legal research assistant to Hon’ble Justice Kausik Chanda, my work comprises of extensive **Legal research, proof reading, editing, and assisting in judgment/order writing.** Reading the case files and assisting my lordship in order and judgment writing. Transcripting, extensive use of research portals/ search engines- SCC online, Manupatra, AIR online, Indian Kanoon, Taxman. Dealing with law points and researching on those law points. This experience of mine has been extremely helpful and enriching. |
| ***PRODIP KAR AND ASSOCIATES (KOLKATA)*** | ***Jul 18 – Mar 20*** |
| I have been working as a litigating lawyer in the litigation department of this firm**. Predominantly my work involved litigation, due diligence and contract drafting**. The experience of litigation has been an enriching one where I have dealt large number of civil criminal matters and matrimonial disputes. I have assisted my senior counsel in different kind of trials and **drafted many petitions/ applications.** I have also dealt with **Negotiable instrument cases and Consumer matters.** This arena of work has been highly productive as I have a learnt a lot about these matters from my practice. |
| ***TAJSATS AIR CATERING LTD (KOLKATA)*** | ***Apr 19 – Apr 20*** |
| I have also worked as a **POSH** (prevention of sexual harassment of women at work place) legal consultant in TajSats Air catering ltd Kolkata. I was an active external member of their ICC committee consulting them on legal matters related to Sexual Harassment for Women at workplace. |
| ***ABHIMANYU JHAMBA AND ASSOCIATES (DELHI)*** | ***Aug 17 – Feb 18*** |
| **Legal Internship** - I have also interned under Advocate Abhimanyu Jhamba, my work included research on tax law, visits to High Court of Delhi, researching and Judgment finding. I have also dealt with consumer matters, appeared in consumer forums and tax tribunals. |

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| **INTERNSHIPS** |
| ***Legge Rhythms (Delhi)*** | ***Aug 16 – Dec 16*** |
| **Legal Internship** -this internship basically comprises of submittinglaw journals and law notes. It was an online internship including research work. |
| ***Intern, Taj Sats (Kolkata)*** | ***Jan 1, 15 — Jan 30, 15 (30hrs/week)***  |
| **Human Resource Management** – The internship majorly focused on understanding the different HR practices and labor laws practices. |
| ***Summer Intern, Steel Authority of India Ltd. (Kolkata)*** | ***May 14 – Jun 14*** |
| **Human Resource Management – HR intern** focusing on the superannuation process of the company.  |
| ***Intern, Child Rights and You (CRY) (Kolkata)*** | ***Nov, 12 — Jan, 13*** |
| This internship mostly focused on the pilot sessions which we had to conduct in a particular area of Kolkata. The session comprised of different activities through which we would come to know about the different child rights issues present in the area.  |
| ***Intern, IPER (Institute of Psychological and Educational Research) (NGO)*** | ***Aug 12 - Oct 12*** |
| It was a two months internship where I taught children ranging from the age group of 5 to 11 years. |

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| **LEADERSHIP ROLES & POSITIONS HELD** |
| ***Member, Legal Aid Society, LC I, University of Delhi*** | ***2015 - 2016*** |
| My focus was on the Legal Clinic where I devoted 1 year of my time. I worked with the under privileged people to assert their rights coordinated with the advocates of the legal aid |
| ***Organizing Committee Member, S’paedofest*** | ***2013 – 2015*** |
| An event of a kind, for the specially-abled children in Chennai, Tamil Nadu |
| ***Organizing Committee Member, Tibetan Institute of Performing Arts*** | ***2013 – 2015*** |
| In protest of Human Rights Violations under the Chinese Occupation of Tibet Autonomous Region this cultural event was held I was an active member organizing it. |
| ***NSS, Core Team, Shri Shikshayatan College*** | ***2010 – 2013*** |
| Organizing different cultural events, seminars and fests |

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| **EDUCATION** |
| **QUALIFICATION** | **INSTITUTE/UNIVERSITY** | **YEAR** |
| LL.B. | Law Centre -I, Faculty of law University of Delhi (59.2%) | 2015 – 2018 |
| M.A. (Public Administration) | University of Madras ( 1st rank university topper) (74%) | 2013 – 2015 |
| B.A. (English Honors) | Shri Shikshayatan College, University of Calcutta (54 %) | 2010 – 2013 |
| Class 12th | Salt Lake School (88%) | 2010 |
| Class 10th | St Joan’s School (88%) | 2008 |

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| **STUDENT ACHIEVEMENTS** |
| **First class First (University Topper) - M.A (Public Administration), University of Madras** | **2015** |

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| **LANGUAGE SKILLS** |
| Proficient in **English, Hindi and Bengali.** |

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| **INTEREST** |
| Tarot card reading, numerology, astrology, creative writing, research, and cooking. |