

SANCHITA AGARWAL

Amity University, Kolkata

Email: sanchitaagarwal0002@gmail.com | Contact: (+91) 9339335777

CAREER OBJECTIVE

To be a part of an organization where I can grow in terms of knowledge, skills and put an effective use of my analytical abilities in the areas of legal industry so as to align self-development with organisational development. I intend to work hard to achieve the organization goals with honesty and desire to be recognized as a sincere, dedicated and respectable person.

ACADEMIC QUALIFICATIONS AND EXTRAORDINARY ACHIEVEMENTS

- Appeared for Company Secretary Professional Level in June 2022
- Cleared Company Secretary Executive Level in 2021 (August)
- Pursuing One-year LLM (Corporate and Financial Law) – 2021- 2022
- 5th Year B.A., LL.B. (Hons.) – 2016-2021
- Grade Point Average in 10th Semester : **8.76 out of a total of 10**
- Cumulative Grade Point Average : **8.51 out of a total of 10 (First Division with Distinction)**
- 12th Standard : 75% (Delhi Public School, Ruby Park Kolkata)
- 10th Standard : 9.70 grade point (Delhi Public School, Ruby Park Kolkata)

WORK EXPERIENCE

- Junior Legal Associate at Greenfly Properties Private Limited [September, 2021 – February, 2022]
 - Drafted legal documents, contracts, corporate resolutions, notices etc.
 - Organised and maintained legal documents.
 - Provides support to the Principal Legal Attorney as needed and reviewed as well as administered legal documents under senior attorney supervision.
 - Communicate and associate with other parties.
 - Providing Legal Advice related to Company Law.

INTERNSHIPS

- **Dhruva Advisors LLP** [1st February, 2021 to 31st March 2021]
 - Research related work on Indirect Taxation System- Customs Law, Goods and Services Tax.
 - Attended Conferences
 - Assisted in various compliance related work
- **Law Community** [18TH May, 2020 to 18th June 2020]

It was majorly focused on the Legal Research and Drafting and was provided with various topics to do research on the same. All the research work further done has been published on 'Law Community'.
- **Law Times Journal** [15th March, 2020 to 15th April, 2020]

It was majorly focused on the Legal Research and Drafting and was provided with various topics to do research on the same. All the research work further done has been published on 'Law Times Journal'
- **DSP LAW Associates, Kolkata** [June & July, 2018: 8 weeks]
 - Researched on the provisions of Mohammedan Law.

- Attended Client meetings.
- Witnessed case proceedings at the High Court of Calcutta, NCLT (National Company Law Tribunal), City Civil Court Calcutta.
- Researched on various provisions of Company Law.
- Studied cases and prepared case briefs.
- Drafted notices to tenants in relation to vacancy.
- Read conveyance deed.
- Assisted senior at the Registry Office in the entire registration process.

- **Lions Club Non-Profit Organization, Kolkata**

[June : 4 weeks]

- Prepared database of the children taken under care by the Ngo
- Held workshops along with the localities on child rights.
- Compilation of data pertaining to basic needs, issues, solutions of the children and elderly with effective workshops.

MOOT COURT & OTHER COMPETITIONS

- Stood Fourth in the 2nd Surana and Surana & Raffle University National Labour Law Moot Court Competition 2018 held at School of Law Raffle University, Rajasthan from 26 -28 October 2018.
- Participated in the 3rd Late Th. Sh. Kashmir Singh Memorial National Moot Court Competition 2019, held by the Himachal Pradesh University of Legal Studies in October, 2019.

PUBLICATIONS

- Should the right to live include the right to die, or at least the right to die with dignity? available at, <https://ijlpp.com/should-the-right-to-live-include-the-right-to-die-or-at-least-the-right-to-die-with-dignity/>
- Copyright and Digital Media: An Analysis, International Journal for Legal Research and Analysis ISSN [2582-6433], Volume 1 Issue III
- Published “Protection of an Unborn Child” in Law and Policy Development with the Commonwealth. ISBN 978-81-947097-0-1.

SEMINAR & WORKSHOP ATTENDED

- Attended a National Seminar on “Human Rights and Administration of Justice” in April 2019.
- Attended a seminar on “Intellectual Property Rights” held by Dr. Venkat Iyer, from Ulster University, London at Kolkata in January 2019.
- Attended a seminar on ‘Easy Access to Justice’ organized by National University of Juridical Sciences, Kolkata, in January 2018.
- Attended a seminar on “Intellectual Property Rights”, held by Bobby Singh, Advocate at Kolkata in April 2018.
- Attended a seminar on “Criminal Law” held by Advocate Milan Mukherjee, at Kolkata in November 2018.

GENERAL SKILLS

- Confident user of Microsoft Word including Excel and PowerPoint.
- Fluent in Hindi and English, knows Bengali.
- Possess a keen observation, good communication, researching capabilities and analytical skills.

CO – CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

- Listening to music
- Watching web series
- Travelling

PERSONAL DETAILS

- Father's Name: Pawan Kumar Agarwal
- Mother's Name: Rekha Agarwal
- Date of Birth: 25.12.1997
- Marital Status: Single
- Reference: To be provided on demand