

SAKSHI BATRA

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PERSONAL PROFILE

A hardworking achiever, dedicated to on time delivery and enthusiastic team player with an ability to work under challenging situations. Completed Undergraduate degree in BBA LLB with internship experiences in drafting, litigation and research. Proficient in management and law. Willing to learn new things according to the demanding situation. Persistent towards work and desire to grow and excel are the core objectives of life.

EDUCATION DETAILS

Course	Board/University	Education Institution	Year	Perc/CGPA
BBA LLB (H)	GGSIIP UNIVERSITY	Delhi Metropolitan Education, Noida	2017-22	7.8
12 th (Commerce)	CBSE	Amity International School, Mayur Vihar	2017	82.3%
10 th	CBSE	Amity International School, Mayur Vihar	2015	8.2

COLLEGE PARTICIPATION

- Rubicon "CONNECT WITH WORK"**- 10 days training program on employability skills
 - Gained interpersonal, leadership and communication skills.
- YOUTH PARLIAMENT**- in Prajapati Sangham 2018 by *PraSangh* foundation at Institute of technology and science.

WORK EXPERIENCE

1. 4C SUPREME LAW INTERNATIONAL- Trainee Legal Associate March'22- May'22

Responsibilities:

- Research on Industrial Relations and Labor Laws.
- Research on trademarks and Intellectual Property Rights.
- Draft RTI and Consumer Complaints.

2. DELHI DISPUTE RESOLUTION SOCIETY-Intern February'22

Responsibilities:

- Observed mediation and negotiation.
- Gained skills on how to resolve a dispute in an amicable way between two parties.
- Drafted settlements on banking and insurance disputes.

3. AARYAVARTT ADVOCATES AND IP ATTORNEYS – Intern August'21

Responsibilities:

- Involved in making trademark search report.
- Gained skills for searching for a trademark.
- Drafted response against the objections to the registrar.
- Gained knowledge of Nice Classification of Goods and Services.

4. ANZ LAWZ GK 2- Intern June-July'19 & December'17

Responsibilities:

- Facilitated case management data and record keeping on MS Excel.
- Gained skills in drafting of legal documents like petitions and replies.
- Assisted client conferences on regular basis.
- Extensive research on Matrimonial Laws and Hindu Marriage Act.
- Observed court proceedings in District Courts and High Court of Delhi.

5. PERFECTION LEGAL SERVICES- Intern July'18

Responsibilities:

- Acquainted with various civil laws and procedures.
- Conducting legal research on ongoing and upcoming cases.
- Observed court proceedings in District Courts.

SKILLS

- Microsoft Word, Excel, PowerPoint
- Negotiation and persuasion
- Research and Drafting
- Willing to learn and adapt to new challenges

LANGUAGE

- Hindi
- English