

Tanya Gupta

Legal Intern



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Mumbai, Maharashtra



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Legal Intern with proven ability to analyze legal situations and recommend practical, creative solutions. Inherent problem-solver who works seamlessly as part of a team and takes the initiative to accomplish goals. An outstanding communicator who gathers and disperses pertinent information to all relevant parties. Self-motivated with the ability to prioritize and multi-task under tight deadlines. Proficient in deep and accurate research with a quick turnaround. Seeking an opportunity to gain experience with a law firm.

EDUCATION

K.C. Law College, University of Mumbai

Bachelor of Laws (LL.B.) (2021-present)

Guru Gobind Singh Indraprastha University, Delhi

Bachelor of Business Administration (B.B.A) (2017-2020)

CERTIFICATIONS

- Contract Drafting & Negotiation, Manupatra, 2023
- Certificate Course in Legal Drafting, 2022.
- Scored highest in JCCL National Moot Court's Researcher Test

PUBLISHED ACADEMIC WORK

- Contempt
- Finder of Goods treated as Bailee
- Comparative study -Airtel and Jio network
- Study of "Market launch of new product"
- Artificial Intelligence - Mankind meets New Kind

WORK EXPERIENCE (LEGAL)

Vis Legis Law Practice

Mumbai (April 03, 2023 - May 03, 2023)

- Assisted Alternative Dispute Resolution /Litigation Team.
- Worked on various provisions based on the Insolvency and Bankruptcy Code, 2016, the Arbitration and Conciliation Act, 1996, the Companies Act, 2013, etc.
- Undertook extensive research and made notes on judgments and arguments.
- Assisted in the drafting of various legal documents.
- Carried out day-to-day legal compliances as well as office compliance assignments.
- Assisted Attorneys in cases before the NCLT, High Court, City Civil, and Sessions Court.

KS Legal & Associates

Mumbai (Feb 13, 2023 - March 13, 2023)

- Assisted attorneys with legal research, document preparation, and court filings.
- Prepared Due Diligence Reports and Legal Opinions.
- Participated in client meetings and court proceedings.
- Conducted legal research and provided analysis of relevant case law and statutes.
- Supervised and maintained the work of 10+ fellow interns.

LEGAL CONTRIBUTIONS

- Organized a workshop on Private Defence for women.
- Volunteered at National Conference for Research Papers.
- Hosted several seminars with legal luminaries.

POSITIONS OF RESPONSIBILITY

- Member, Constitution Club, KCLC.
- Member, DLLE Society, KCLC.
- Member, Moot Court Society, KCLC.
- Member, Alternate Dispute Resolution Society, KCLC.
- Member, Legal Aid Society, KCLC.

SKILLS

- Familiarity with legal terminology.
- Ability to patiently handle extreme situations
- Ability to multi-task and perform administrative duties.
- Provide creative solutions to problems/problem-solving attitude.
- Professional in developing and maintaining relationships with clients.
- Skilled in taking initiative and being productive.
- Creative writing
- Conflict Resolver
- Strong communication, legal research, and interpersonal skills.
- Excellent critical thinking skills.
- Highly efficient with excellent time management skills.

HOBBIES

- Reading books
- Badminton
- Painting & Sketching
- Critically analyzing movies.
- Yoga

WORK EXPERIENCE (BBA)

OUTLOOK Magazine, Delhi (May 2019–June 2019)

- Worked with internal and external partners to develop and execute content strategies.
- Performed well with project requirements and deadlines.
- Edited and proofread content to ensure proper grammar, quality, and consistency.
- Created well-researched and stimulating content.

Bikanervala, Delhi (May 2018–June 2018)

- Studied the market thoroughly before launching the product.
- Conducted market research to understand their needs and wants at a deeper level.
- Interacted with the customers at a primary level to understand the feedback.
- Created a well-researched and analysed report.
- Worked collaboratively with team members to meet and exceed project goals.