

Ajay Sharma

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WORK EXPERIENCE

Vinay Kumar and Associates
Dwarka District Court
Legal Intern
July 2022 to January 2023

Lex AVA Partners
Delhi High Court
Legal Intern
January 2023 to currently

- Conduct legal research and assist with drafting legal documents.
- Review and analyze case files, statutes, and legal documents.
- Attend meetings, court hearings, and depositions to observe and learn.
- Help with case preparation and organization of evidence.
- Perform administrative tasks and maintain case files.
- Assist in preparing legal presentations and workshops.
- Gather information and facts for legal proceedings.
- Stay updated on relevant laws and regulations.
- Support lawyers in the courtroom during trials and hearings.
- Engage in legal writing and correspondence.
- Assist with contract review and analysis.
- Contribute to legal strategy discussions.

SKILLS & PROFICIENCIES

- Analytical skills.
- Court proceeding.
- Computer skills.
- Communication skills.
- Problem solving.
- Research skills.

PROFESSIONAL SUMMARY

Legal Intern with experience of comprehensive support to attorneys and legal professionals. Proficient in legal research, document drafting, and case analysis. Skilled in client meetings, court proceedings, and legal strategy discussions. Strong organizational abilities for case preparation, evidence management, and administrative tasks. Up-to-date on relevant statutes, regulations, and precedents. Excellent written and verbal communication skills for legal writing and correspondence. Valuable contribution to contract review and analysis. Adheres to high ethical and professional standards. Seeks to leverage expertise and passion for impactful legal work.

EDUCATIONAL BACKGROUND

Capital University
Koderma, Jharkhand
Bachelors of Sceince
2020-2022

B.R. Ambedkar University
Jaipur
L.L.B.
2023 - Pursuing

VOLUNTEER WORK

1. **Voluntarily organized**
 - **Blood donation camp**
 - **Tree plantation camp**in my town with the help of Rotary Blood Bank and Vasudhaiva Kutumbakam Sewa Sansthan.
2. Volunteer at covid vaccination centers.
3. Volunteer at humana NGO as a teacher.