

# AKANKSHA SHARMA

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## EDUCATION

2019 – present | New Delhi, India

LAW | B.A.L.L.B (Hons)

Vivekananda Institute of Professional Studies- TC, IP University

Batch 2019-2024: 8.21/10 CGPA

2017 – 2018 | New Delhi, India

Humanities/Arts | XII<sup>th</sup> Standard

Army Public School, Delhi Cantt

Passed with Distinction

2015 – 2016 | Pune, MH, India

X<sup>th</sup> Standard

Army Public School, Pune, Southern Command

Passed First Class

## WORK EXPERIENCE

**Lectio Law Offices**

**[General Corporate/Disputes]**

**Associate Trainee | New Delhi**

**08/2024- Present**

- Prepared employment contracts and provided legal opinions on gratuity and provident fund compliance, advising clients on employment law matters.
- Drafted various legal documents, including gift deeds, settlement agreements, and release deeds, ensuring compliance with client requirements.
- Assisted in client meetings, providing legal insights and supporting negotiations.
- Drafted summary suits, cheque bounce complaints under Section 138 of the NI Act, and recovery suits, managing the legal process from initiation to filing.

**UNUC Legal LLP**

**[Civil/Commercial]**

**Legal Intern | New Delhi**

**04/2024-04/2024**

- Drafted various Counter Affidavits, Reply to Additional Affidavit, Statement of Claim and Statement of Defence in Arbitration Matters, Evidence by way of affidavit etc.
- Prepared case briefs to support learned seniors in Arbitration matters.
- Proof read multiple legal documents.

**HMJ Jasmeet Singh**

**[Commercial Division Arbitration Roster]**

**Judicial Intern | New Delhi**

**03/2024-03/2024**

- Prepared daily Advance Peshi reports for the Hon'ble Justice on active legal proceedings.
- Prepared daily Oral Peshi reports on Supplementary/Fresh Matters to provide briefings to the Hon'ble Justice.
- Conducted comprehensive research on “When you were practicing as an advocate, you championed various causes for educational Institutions. Do you think that by generating awareness and conducting outreach programmes, we can eliminate barriers to make arbitration more inclusive and accessible for people from different backgrounds?”
- Conducted research on “Given the critical importance of impartiality in ensuring fair arbitration outcomes, how can arbitrators effectively neutralize unconscious bias within their decision-making process?”

**Alba Law Offices**

**[General Corporate | Trademarks]**

**Legal Intern | New Delhi**

**09/2023 – 09/2023**

- Drafted Denials for Rectification Application against a mark.
- Drafted Examination Report Reply for the objection of section 9(1)(a) of the Trademarks Act, 1999.
- Conducted Research on Non-Disclosure Agreement and Settlement Agreement.

- Whether Settlement Agreement is same as a Non-Disclosure Agreement?
- Conducted Research Work to find judgments on Section 17 and Section 49 of The Registrations Act.
  - Judgments on Consequences under section 49 of the non-registration of the document which is mandated under section 17 of the Registrations Act.
  - Judgements on the cure for the non-registration of the documents.
- Conducted Research Work to find judgements on Section 52 of the Transfer of Property Act, 1882.
  - Whether an immovable property in dispute pending in a Court of Competent Jurisdiction can be sold?
- Conducted Research Work to find judgements on whether a promoter/builder is liable to pay maintenance charges of unsold flats where RWA is not formed?
- Assisted in Evidence Work of the firm.
- Drafted List of Order and prepared summary of FAO Order.

**AROP Jain & Associates**  
**Legal Intern | New Delhi**

**[Civil & Commercial]**  
**01/2022 – 06/2022**

- Conducted extensive legal research on various Issues relating to Commercial Disputes, Negotiable Instruments Act and Code of Civil Procedure.
- Proactively drafted cases on Cheque Bounce and Recovery of Loan.
- Learnt filings of both online and physical mode in various District Courts, Delhi High Court and Tribunals.
- Accompanied Senior in client meetings, trials, out-reach activities, courtproceedings before Hon'ble High Court of Delhi, District Courts & NCDRC.

**Narula & Narula**  
**Legal Intern | Chandigarh**  
**Mode- Work from Home**

**[General Corporate]**  
**08/2021 – 08/2021**

- Conducted research on Various legal subjects like General Agreement, Assignment of Equipment Lease, Indemnification Agreement, Non-disclosure and Non-Circumvention Agreements (relating to Negotiations), Limited Warranty, Management Agreement, etc.

**NGO- Team Everest**

**06/2021 – 07/2021**

**Legal Intern | Chennai**  
**Mode- Work from Home**

- Created an educational English exercises curriculum book concentrating on composition and creative writing for financially underprivileged 6th grade students as a part of Team Everest, a youth-led NGO in India,

**LegisNations**  
**Legal Intern | New Delhi**  
**Mode- Work from Home**

**[Civil/Commercial]**  
**09/2020 – 10/2020**

- Researched case Laws on vacancies arose for elevation to the High Court as Judges, as against the 1/3rd quota meant to be filled up from among the State Judicial Officers, provided that the Judicial Officers complete 10 years of service in a Judicial Office as required by Article 217(2)(a).
- Researched on the question of whether section 12 of the RTE Act providing reservation in unaided private schools violated Article 19 of the Constitution which guarantees the right to practice any profession or occupation and whether the minority private schools were to abide by the provision violating their right to establish and administer minority Educational Institution.
- Researched on how to draft a Complaint and Written Statement under Order VII and VIII.

## **SKILLS**

- Legal Research
- Legal Writing
- Case Analysis
- Oral Advocacy
- Proficient in Microsoft Word, Excel and Power Point
- Strong Work Ethic

- Time Management
- Team Management

### **ACHIEVEMENTS**

- Received certificate of excellence for involvement in Social Law- National Certification Program, an initiative by ICCE & inspire youth about Indian Constitution & Judicial system on 13th August 2020.
  - Participated and won Best Team in 5th Arguendo Moot Court Competition held at VSLLS, VIPS on 15th October 2019.
  - Received certificate of appreciation for Volunteering in the 6th VIPS International Law Moot Court Competition in collaboration with SAARC Law-India Chapter in the Ushers Committee held at Vivekananda Institute of Professional Studies, 27th– 29th September 2019.
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