

PROFILE

AMIT KUMAR

advocateamit9@gmail.com

+91 98108 43862

CAREER OBJECTIVE:

To work with the reputed organization to acquire legal expertise, develop legal profession skills and apply them successfully in various spheres of law with the art of splendid interpretation and thereby to excel in the legal world with the best of my potential.

EXECUTIVE PROFILE

- More than 5 years of experience in Legal Operations, Legal Documentation, Litigation Support, Drafting, Vetting and Contract Management
- Broad-based subject matter expertise in managing contracts like lease agreement, license agreement, filling of Trademarks application and reply
- Boasting a consistent & proven track record of success in drafting, reviewing and negotiating variegated kind of agreements and implementing the process of Lease Agreement
- Exhibited excellence in setting up systems & procedures for legal department
- Experienced in managing all facets of Organisational Legal operation
- Well organized with a successful track record that demonstrates self-motivation, entrepreneurial ability, creativity and initiative to achieve corporate goals

PROFESSIONAL EXPERIENCE

Legajoist Advocates & Solicitors (From Feb 2018 till Present)

Key Result Areas:

- Legal Due Diligence of Properties located PAN India, Property Inspections
- Activities in Sub-Registrar Office like, Registration of Lease Deed, Registration of Sale Deed, Registration of GPA, Registration of Mortgage Deed and Registration of Will.
- Drafting and vetting of different types of agreements such as consultancy agreement, resellers' agreement, builder buyer agreement, rent agreements, privacy policy, hypothecation agreement, equitable agreement, pledge agreement etc.
- Drafting of legal notices for dishonor of cheque and recovery notices,
- Drafting of consumer complaint, cheque bouncing complaints,
- Drafting of the civil suit, criminal complaint, revision petition, review petition, written statements, replica, legal notice, the reply of legal notice, TSR and DDR.
- Drafting and filing of application, reply for trade mark registration,
- Filing RTI's in different departments
- Filing in High Courts, District Courts, DRT, NCDRC, State Commission and Revenue Court.
- Appeared in High Court of Delhi, District Courts of Delhi NCR, District Courts of Dehradun, Lok Adalat, National Commission, State Commissions, DCDRF, DRT.

Yam Green Contractor & Consulting LLP, 1444, Alfa-2, Gr. Noida (From Nov. 2016 to Feb. 2018)

Key Result Areas:

- Assisting in performing legal draft, review, negotiate and finalize NOC, MOU and Employment Agreements,
- Handling various internal cases of company, reviewing clients comments and reverts, drafting and vetting documents, various vendor and service provider

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Contracts with various service providers and clients including Developers, Educational Institution and various vendors.

- Assisting in providing timely advice on general commercial transactions; disputes & litigation; employment and safety.
- Assisting in review and advise management on legal implications of internal policies and procedures, manage MIS.
- Advisory to various business line / departments of the Company on legal issues.
- Manage deadlines for both internal and external clients.

DGSK LLP- 411, Essel House, Asif Ali Road, Daryaganj, DELHI (From Sep. 2015 to Nov. 2016)

Key Result Areas:

- Drafting of contracts like lease agreement and deed
- Researched on various laws, prepared legal opinions on Arbitration Act, Companies Act, Civil Procedure Code, Labour Laws, Consumer Protection Act, and Negotiable Instruments Act.
- Working as an Associate Lawyer and appeared in District Courts & High Court of Delhi, Courts of Delhi NCR, various Forums and Tribunals, Lok Adalat, National and State Commissions, DRT etc.
- Area of working: Consumer, Civil, Criminal, Arbitration, Cheque Bouncing, Family Courts, Mediation and Labour matters etc. Drafting suit, written statements, notices, reply of notices, applications and replies etc.
- Filed all case pleadings in a timely manner.

INTERNSHIPS AND PROJECTS

Perfect Legal Solutions Law Firm, Patiala House Court, New Delhi (April 2014 to May 2014)

- Researched various laws and MCA Inspection.
- Observed the basic court procedures and cross-examination procedures. Interpreted laws, rulings and regulations for individuals, case filing procedure.

Kataria & Associates, Tis Hazari Court, Delhi (May 2013 to July 2013)

- Managed all trial preparation for case litigation.
- Organized and maintained law libraries, documents and case files.
- Filing in High Courts, District Courts, NCDRC, State Commission and DCDRF.

MOOT COURT AND SEMINARS EXPERIENCE

- Participated in Intra-College Moot Court Competitions.
- Attended various Seminars in college on law & allied subjects.

MEMBERSHIP IN PROFESSIONAL SOCIETIES

- Enrolled as a Qualified Member of Bar Council of Delhi since 2015.
- Member of Delhi High Court Bar Association since 2016.
- Enrolled as a Member to practice law in India Bar Council of India since 2017.
- Member of Dwarka Court Bar Association since 2021.

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EDUCATION QUALIFICATION:

COLLEGE/SCHOOL	QUALIFICATION	BATCH
Meerut College Meerut (CCS University, Meerut)	Bachelor of Law (LL.B),	2012-2015
Forte Institute of Tech., Meerut (CCS University, Meerut)	Bachelors of Business Administration (BBA)	2007-2010
J.I.C, Sisauli, Muzaffarnagar, U.P.	Higher Senior Secondary (Class XII), Affiliated to U.P. Board	2006-2007
V H S Sisauli, Muzaffarnagar, U.P.	Senior Secondary (Class X), Affiliated to U.P. Board	2004-2005

PERSONAL/IT SKILLS

- Sound professional ethics
- Persuasive client counselling
- Public speaking
- Leadership qualities
- Drafting and filing of cases

STRENGTHS

- Easily adaptive to different work, environment and conditions.
- Honest, hardworking, dedicated, motivated, determined.
- Positive attitude and efficiency are some ethics that I value the most
- Strong research skills, strongly committed to assigned work.
- Optimistic, reliable and responsible.
- Management skills.

LANGUAGES KNOWN

- English
- Hindi