

Anamika Gautam

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22, Sports Quarter Complex, Ghudda,

Near Central University of Punjab

Post: Sangat, Dist: Bathinda 151401, Punjab

JOB OBJECTIVE

Efficiently fulfilling my job as an Assistant Professor with the institution and becoming an important part of the growth and advancement of the organization.

EDUCATIONAL QUALIFICATIONS

- Registered in Ph.D. with the Department of Legal Studies at the Central University of Punjab, Bathinda under the NFSC scheme of the University Grants Commission (UGC) and working as Senior Research Fellow (SRF), 2021- Continuing.
- Cleared UGC-NET and got selected under National Fellowship Scheme for SC students (NFSC) by Ministry of Social Justice & Empowerment, GoI. September 2020.
- National Law University and Judicial Academy, Assam, Masters in Law (Business Law) 2018-2019. Dissertation titled as "Consumer Protection in Electronic Commerce- A Critical Assessment of Legal Regime".
- University of Delhi, New Delhi, Bachelor of Laws, 2011-2014.
- Editworks School of Mass Communication, Noida, Bachelor of Science in Electronic Media, 2007- 2010.
- Senior School (Intermediate) Through C.B.S.E. 2007.
- Secondary School (High School) Through C.B.S.E. 2005.

EXPERIENCE

1. Junior Legal Assistant with Advocate Rajiv Nanda, New Delhi, March 2015 to July 2018.

- Researched statutes, judgments, and legal articles and created highly researched and articulate legal paperwork such as pleadings, contracts, and briefs.
- Reviewed, edited, and proofread litigation for proper grammar, spelling, and punctuation.
- Drafted correspondence and documentation and disseminated materials to appropriate parties.
- Maintained litigation docket and calendars for attorneys, noting deadlines for responsive pleadings, motions, and other important deadlines.

2. Legal Assistant, with Advocate R K Kashyap, New Delhi, October 2019 to July 2021.

- Carried out managerial duties within the organization, providing advice on corporate & legal Issues.
- Coordinated with senior Advocates for effective handling of court cases and provided legal support and advice to upper management on relevant issues.
- Ensured guidance and representation for clients in various legal matters.

SKILLS

- Legal Research and Analysis: Proficient in conducting thorough legal research, analyzing complex legal issues, and providing accurate and well-reasoned advice.
- Communication: Excellent verbal and written communication skills, adept at delivering presentations and conveying information clearly and concisely.
- Contract Review and Negotiation: Skilled in reviewing contracts, identifying potential risks, and negotiating favorable terms and conditions, and preparing Appeals, Replies, Representations, Affidavits to be filed before various Authorities, Courts, and Tribunals.
- Compliance and Regulatory Knowledge: In-depth understanding of relevant laws, regulations, and industry standards, ensuring organizational compliance.
- Organizational Efficiency: Ability to collaborate with cross-functional teams, foster a positive work environment, and achieve collective goals.
- Attention to Detail: Strong eye for detail, meticulous in reviewing documents and ensuring accuracy.

RESEARCH WORK, PUBLICATIONS:

- Publication of Research Paper titled Gender Disparity in Sports: Tracing The Human Rights Contours In CAS Awards, published in the Indian Journal of Law and Legal Research, Volume IV Issue V, ISSN:2582-8878
- Presented a paper titled Theory of Basic Structure: A Reflection Upon Supreme Court Judgements At Semicentennial Anniversary' in the Two-Day National Seminar on "Completion of 50 Years of Basic Structure Doctrine: The Way Ahead" organized by the Department of Laws, Panjab University, Chandigarh in collaboration with Bar Council of Punjab and Haryana held from 31st March - 1st April 2023.'
- Published a research paper titled, "Management And Conservation Of Wildlife In India: With Special Reference To Wildlife Protection (Amendment) Act, 2022", in 'Indian Journal of Integrated Research in Law', ISSN: 2583-0538', (Peer Review, Volume III Issue III, 2023.
- Published a research paper titled, "Upholding Justice: The Crucial Role of The Judiciary in Preventing Child Sexual Abuse", 'Indian Journal of Integrated Research in Law', ISSN: 2583-0538', (Peer Review, Volume IV Issue III, 2023.

LECTURES, SEMINARS, FACULTY DEVELOPMENT PROGRAMS ETC.

- Attended 10 Days 'Research Methodology Course' in Social Sciences in December 2021; organized by National Law University, Himachal Pradesh.
- Attended 'One Day International Workshop on Protection of Intellectual Property Rights in Outer Space' (virtual mode) on 25th March 2022 organised by Ministry of Commerce and Industry, Government of India, DPIIT – IPR Chair, MNLU Mumbai in collaboration with Centre for Research in Intellectual Property and Centre for Research in Air and Space Law, Maharashtra National Law University Mumbai.
- Attended an online Regional Convention on 'Exploring the Intellectual Property Potential of North East Region with Special Focus on Empowering Women: Challenges and Opportunities' on March 29, 2022; organized by National Law University, Assam.
- Attended a Special Lecture by Professor Upendra Baxi on 'Towards an Environmental Rule of Law: Revisiting Just Sustainabilities' on April 09, 2022; organized through a Webinar by National Law University, Assam.
- Attended ICSSR Sponsored 10 Days 'Research Methodology Course' in Social Sciences from 21st to 30th November 2022; organized by the Department of Education, Central University of Punjab, Bathinda.
- Participated in an International workshop on Cyber Security and Law on 22nd March 2023 organized by the School of Law Forensic Justice & Policy Studies, National Forensic Sciences University Gandhinagar Gujarat.

PERSONAL PARTICULARS

Date of Birth: 14 February 1990.

Place of Birth: Ghaziabad.

Age: 34 years old

Gender: Female.

Civil Status: Married

I hereby certify that the information furnished above is true and correct to the best of my knowledge and belief.

Date: 22/05/2024

Anamika Gautam