

ANKIT ANAND

LAWYER

CONTACT

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Sitaram, Delhi – 110006
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EDUCATION

BA.LLB (HONS.) • 2019-2024

**VIVEKANANDA INSTITUTE OF
PROFESSIONAL STUDIES,
GGSIPU**

CGPA 7.96

2018

BA(HONS.) INSURANCE AND
BANKING, MANAGEMENT

AMITY UNIVERSITY, NOIDA

2018

Intermediate Level (Commerce) –
83% score

KEY SKILLS

Legal Research
Compliance &
Procedural Liaison
Contract Drafting

PROFILE

.Law graduate with hands-on experience in legal drafting, document review and litigation support. Exposure to structured legal documentation, compliance checks and court-based drafting. Adept at following standard formats and instructions to deliver accurate legal outputs. Strong attention to detail, research skills and seeking to build expertise in contracting.

EXPERIENCE

ASSOCIATE • APRIL – JUNE 2025
ALS SOLICITORS & ADVOCATES, RAJENDRA PLACE, DELHI

- Assisted in drafting, reviewing and revising legal documents, notices and applications.
- Managed filing, inspection, and procedural compliance before various forums.
- Conducted legal research to support advisory and documentation requirements.
- Assisted in litigation matters before District Courts, Delhi High Court and Consumer Forums, gaining exposure to court procedures and compliance requirements.

ASSOCIATE • JULY 2025 – SEPT 2025
LAW OFFICE OF ANUJ ARORA, PITAMPURA, DELHI

- Drafted legal pleadings, appeals, applications and supporting documents using standard formats.
- Reviewed and revised drafts including proofreading and legal opinions for the clients.
- Assisted in arbitration-related matters through research, drafting support and documentation.
- Participated in client discussions and internal meetings to understand documentation requirements and timelines.
- Identified inconsistencies and potential legal issues in drafts and escalated them appropriately.

LITIGATION EXPERIENCE

- Exposure to civil, consumer, criminal, arbitration and NI Act matters.
- Developed strong legal writing, issue-spotting and compliance-oriented drafting skills