

Ajit Kumar

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📍 Ludhiana, Punjab

🇮🇳 Indian

in www.linkedin.com/in/theajityadav

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

🎓 Academic Qualifications

Bachelor of Law

Allahabad State University

2018 – 2021 | Prayagraj, Uttar Pradesh, India

Bachelor of Commerce

Panjab University

2015 – 2018 | Chandigarh, India

Higher Senior Secondary

Panjab School Education Board

2015 | Ludhiana, Punjab, India

Senior Secondary

Punjab School Education Board

2013 | Ludhiana, Punjab, India

🌐 Languages

English	● ● ● ● ●
Hindi	● ● ● ● ●
Punjabi	● ● ● ● ●

🏆 Award

Rising Star

Infosys Limited

2022

🧠 Skills

Data Privacy | Contract Management

Document Review | GDPR Law

Master Service Agreement | NDA

Contract Review | Legal Research

Microsoft Excel

📁 Professional Experience

Infosys BPM Limited

Senior Legal Associate

02/2022 – present | Gurgaon, India

- Contract review, Agreement review, redlining of different agreements including but not limited to NDA, MSA, SoW, Work Order, DPA, Amendment addendum etc. in relation to various Data Protection Laws like GDPR, HIPAA etc.
- Worked on Global Trade Compliance Customs for U.K clients, preparation documents for custom declaration as per the client requirements.
- Work on Team acquisition for legal work. Shortlisted candidate's CV and scheduling meetings and so on.
- Proficient with Microsoft Outlook, Teams, Excel, Word, PowerPoint, & SAP.

Vardhman Textiles Limited

Senior Assistant

01/2020 – 01/2022 | Ludhiana, Punjab, India

- Contract and Agreement review
- Negotiate contract terms of agreement and pricing
- Handling filling of Direct and Indirect taxes i.e. Income tax and Goods and Service Tax
- To draft export documents based on LC (Letter of Credit) of various countries i.e. China, Vietnam, Bangladesh, Japan etc.

✍️ Internship

Vinod Amrit & Co.

06/2016 – 12/2017 | Ludhiana, Punjab, India

- Legal Research
- Reviewing agreements and contracts
- Filling and drafting of Income Tax returns
- Filling and drafting of Goods and Service tax returns
- Registration of New GST dealers
- Research and finalize the documents for income tax cases.

📄 Certifications

- Certificate Programme in Contract Management offered by TCS iON Digital Learning
- Certified Six Sigma White Belt from The Council for Six Sigma Certification (CSSC)
- Certificate Programme in Contract Management offered by The World Bank and Procurement iNET (www.procurementlearning.org)

📖 Technical Courses

Post Graduate Diploma in Computer Application

Swami Vivekanand Subharti University Distance Education

2020 – 2021 | Meerut, Uttar Pradesh

Courses on Computer Concepts

National Institute of Electronics & Information Technology

09/2018 | Delhi, India

Diploma In Office Automation and Publishing

Rajeev Gandhi Computer Saksharta Mission

10/2012 – 09/2013 | Ludhiana, Punjab, India