



## Ajit Kumar

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in [www.linkedin.com/in/theajityadav](https://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.



### PROFESSIONAL EXPERIENCE

**Infosys BPM Limited**, *Senior Legal Associate*

01/2022 – present | Gurgaon, India

#### Role & Responsibilities

- Worked as Data Protection officer and review data privacy clauses as per GDPR (General Data Protection Regulation) for EU and outside EU clients.
- Perform review master service agreement, contract review, document review, contract abstraction, contract extraction projects and well versed with the metadata fields of the document.
- Preparation and quality checks of multiple contracts, agreements, due diligence to ensure completeness and accuracy.
- Worked on Global Trade Compliance Customs for U.K clients, preparation documents for custom declaration as per the client requirements.
- Involved in training to the legal team to provide necessary knowledge and skills. Leading a Custom team dealing compliance single-handedly. Created declarations for import customs discovered in SAP, which includes:
  - ✓ Generating exports and imports
  - ✓ Creation of imports from exports
  - ✓ Determination and avoidance of any duplication from export to import
  - ✓ Performing declarations
  - ✓ Performing Quality Check of the declarations.
- Work on Team acquisition for legal work. Shortlisted candidate's CV and scheduling meetings and so on.
- Maintain database of contracts and supporting documents.
- Ability to prioritize workload and work under time pressure.
- Able to manage multiple projects simultaneously.
- Proficient with Microsoft Intermediate level Outlook, Word, Access, and PowerPoint, & Microsoft Teams, SAP.

**Vardhman Textiles Limited**, *Senior Associate*

01/2021 – 01/2022 | Ludhiana, Punjab, India

#### Role and Responsibilities

- Reviewing agreements and contracts
- Negotiate contract terms of agreement and pricing
- Check vendor filling GST and TDS details
- To draft and complete 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.

## EDUCATION

<b>LL.B,</b> <i>Allahabad State University</i>	2018 – 2021   Prayagraj, Uttar Pradesh, India
<b>Bachelor of Commerce,</b> <i>Panjab University</i>	2015 – 2018   Chandigarh, India
<b>Senior Secondary,</b> <i>Panjab School Education Board</i>	2015   Ludhiana, Punjab, India
<b>Higher Senior Secondary,</b> <i>Punjab School Education Board</i>	2013   Ludhiana, Punjab, India

## CERTIFICATES

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

## AWARDS

<b>Rising Star,</b> <i>Infosys Limited</i>	2022
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## TECHNICAL COURSES

<b>Post Graduate Diploma in Computer Application,</b> <i>Subharti Vivekanand Open University</i>	2020 – 2021   Meerut, Uttar Pradesh
<b>Courses on Computer Concepts,</b> <i>National Institute of Electronics &amp; Information Technology</i>	09/2018   Delhi, India
<b>Diploma In Office Automation and Publishing,</b> <i>Rajeev Gandhi Computer Saksharta Mission</i>	10/2012 – 09/2013   Ludhiana, Punjab, India

## SKILLS

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|-------------------|-----------------------|----------------------------|
| - Data Privacy    | - Contract Management | - GDPR Law                 |
| - Contract Review | - Document Review     | - Master Service Agreement |
| - SAP             | - Microsoft Excel     |                            |