

Archita Bhattacharjee

Legal Analyst – Team Lead (Legal R&D)

PROFESSIONAL STATEMENT



I am available to offer the highest potential level of legal service to superior managers and guard the company against any legal or Non/Legal risks. On a personal level, I am entrepreneurial and business-minded who always seeks the next challenge. I am diversified with respective skill sets; therefore, I would like to join a firm that can offer me to work with ambitious Corporate Lawyers to push my expertise and career even further.

EDUCATION

- Lloyd Law College, Greater Noida. (Regular BA.LLB) 2016-21 -5th Yr.
- Short course on International Humanitarian Law, June 2018.
- Passed AISSCE (1st division) Gurukul Grammar Snr. Sec. School. -2016 (80%)
- Passed AISSE (1st division) Kendriya

WORK HISTORY

EnterSlice & CorpBiz | Noida | Legal Analyst- R & D Team Leader

16 March 2020 to Present

- Draft documents and ensure every aspect is in compliance with the law.
- Advise on the potential outcomes of certain actions, and predominantly worked with start-up businesses to take full advantage of tax incentives available to them.
- Conducted legal research and gathered related legal information & Interpreted laws, rulings and regulations in legal documents in the following aspects:-
 1. All sorts of Business Registration
 2. FSSAI Compliances
 3. All sorts of NOC
 4. Trademark, Copyright, and Patent Compliances
 5. All sorts of NGO Registrations including 12AA Registration
 6. Business Conversions and Closures
 7. Annual Compliance of a Pvt. Ltd. Company, LLP, NIDHI, NBFC, etc
 8. Alterations and Amendment Compliances
 9. All drafting for Service, Property and Legal related agreements/Notices/Petitions
 10. Tax Filings
 11. All sorts of Government Registration and License such as :-PSARA Compliances, Drug License Compliances, AYUSH & Trade License, Standard Marking Registrations, FDA and GMP Certification, Factory, Liquor, APEDA, RERA, etc
 12. Dealt with MSME, NSIC, Import and Export, Employment and Worker Laws, Legal Metrology Registrations, etc
 13. RBI, SEBI, IRDA and FEMA Registration and Compliances such as Payment Gateway, NBFC, FFMC License, Microfinance Company, Housing Finance, Prepaid Wallet, Peer to Peer Lending, Payment Bank, Alternative Funds, Mergers and Acquisitions, Insurances, Project Office Registration, etc

Liaising Services, Ghaziabad | Legal Research Executive

1st October 2019 to 12 March 2020

- Conducted legal research and gathered related legal information.
- Interpreted laws, rulings and regulations in legal documents.
- Assembled, proofread and amended drafts of contracts, leases, licenses, policies and other legal documents.
- Monitored, studied and developed written summaries of anticipated and endorsed legislation, regulations, court decisions, industry standards, trade journals and other relevant publications (On-Page & Off-Page).
- Served as the primary point of contact for internal business teams seeking legal and regulatory support.

World Culture Forum, Delhi: India | Research Associate

15th April 2019 to August 21st 2019

- Conducted legal Literature Review, created contents, prepared progress Reports on demand and drafted proposals assisting with World Trade

Vidyalaya-2014
(9.2 CGPA)

WEBSITES

1. [LegalAuthor](#)
2. [Manuscript Editor](#)
3. [Achievement](#)
4. [Facebook Recognition](#)
5. [Lloyd Achiever Forum](#)
6. [Profile Portrait](#)

CONTACT

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mrup@gmail.com)

Reference

Available on request.

AREAS OF EXPERTISE

- Commercial law
- Intellectual property
- Contract negotiations
- Managing legal risk
- Data protection
- Corporate law
- Client service
- Drafting contracts
- Dispute resolution
- Legal compliance

SKILLS

- Team Leader by Position
- Analytical thinker with strong theoretical and research proficiencies.
- Ability to comprehend and interpret legal

research etc.

- Responded to **Embassy of Turkey and Embassy of Israel** for legal collaborations to Indian Government/Ministries, India Habitat Centre, and Vigilance on Human Rights execution
- Successful publication of Bi-annual magazine being the Manuscript Editor of the organisation.

Lexport Law Firm, Delhi | Corporate Research Intern (Internship)

2018-27 July

- Reviewed legal information and proofed documentation for errors in Corporate Agreements
- Worked closely with multiple departments including legal, sales and management & provided assistance on compliance projects.

India Policy Foundation, Under Rakesh Sinha (Member of Parliament), New Delhi | Research Assistant Intern (Internship)

2018st June - 8th July

- Conducted legal researched and drafted legal memos and summaries on Blacks political agendas (Human Rights). Worked with principal investigators to coordinate qualitative research in Mob Lynching(Parliamentary Issues)

Delhi High Court(Adv Piyush Gupta), New Delhi | Legal Research Intern (Internship)

2017 1st July to 30th July

- Produced legal documents such as briefs, pleadings, appeals, wills and contracts. Attended Criminal trials and kept minutes to prepare case reports for the clerks and judge.

Supreme Court Of India(Adv Anil Grover [AAG], Delhi | Litigation Intern

2017, 1st June - 30th June

- Assisted in complex intellectual property litigation through discovery, trial and extensive client/expert contact.
- Developed strategies and arguments in preparation for presentation of cases.

REPRESENTATIONS AND MOOT COURT COMPETITION

- Represented the team "E41 Lloyd Law College, Greater Noida, India in the 31st edition of the "**Jean-Pictet Competition**" on International Humanitarian Law, which will take place in Obernai (**France**) from 16 to 23 March 2019 and achieved the Merits Till 7 Rounds.
- Qualified for the Quarter finalist of 'International Criminal Court' Moot Court Competition in Association with **Universiteit Leiden**, National Round 2018 held at National Law University Delhi on 16th of March 2018.
- Qualified for the quarter finalist in 4th Amity National Moot Court Competition 2017 held at Amity Law School, **Amity University Rajasthan**.
- Conqueror of Intra Moot Court Competition, 2016, Lloyd Law College Greater Noida.

RESEARCH PUBLICATION AND PRESENTATIONS (Only Legal)

- documents.
- Thorough knowledge of databases and tracking systems.
 - Solid organizational skills and detail oriented.
 - Ability to work under pressure and meet strict deadlines.
 - Brilliant written and verbal communication skills.
 - Ability to remain calm under pressure and in conflict situations.
 - Proficient in Microsoft Office, and other legal research sites.

PERSONAL INFORMATION

- Father Name: Pranab Kumar Bhattacharjee
- Date of Birth: 18th August 1997
- Present Place- Noida
- Native Place- Assam, Dibrugarh

DECLARATION

I solemnly declare that all the above furnished information is free from error to the best of my knowledge and belief.

Place: Noida
Date: 19th Feb 2021
(Archita Bhattacharjee)

- Published a paper on “**Inspiration on ecofriendly verdict by means of public hands in India: A synopsis**” on International Journal for Research in Law (IJRL), ISSN- 2454-8715, Volume 3, Issue 3.
- Published a paper on “**Control of Infantile offences and Racidivism: A synopsis of spreaded disease**” on International Journal of Legal Sciences and Research Issue IV Volume II, ISSN:2394-7977, with the profound presence of guest author, Hon’ble Mr. Ram Jethmalani.
- Published a paper on “ **Human trafficking should qualify under Article 7(1)(k) [Crime Against Humanity] of Rome Statute**” on Government Law College, Mumbai Law & Policy Review Volume 2 organised by Editorial Board of GLC Law & Policy Review. ISSN: 2518-9135.
- Published a paper on “**Accountability on Human Rights Under the Influence Of Global Corporation**” in the 2nd International Symposium on ‘**Contemporary International Affairs**’ organized by The Indian Journal Of law and International Affairs (ISSN 2518-3257) In Association with Faculty Of Law, Jamia Millia Islamia, New Delhi, On 7th April 2018.

AWARDS AND ACHIEVEMENTS (Only Legal)

- 1st position in Inter College Debate Competition at International Institute of Management and Technology, Greater Noida (law college) on the view point of ‘**Do we need a Global Consumer Protection Agency for E-commerce Industry: Consumer Protection Act**’.
- Acquired 1ST Position in Essay Writing Competition by Brahmaputra Valley Fertiliser Corporation Ltd, in association with UNEP (**United Nation Environment Programmed**).
- Awarded as **Best Legal Journalist**, Intra college youth parliament (vicharnity) ,2017

POSITION OF RESPONSIBILITIES (Legal/Non-Legal)

- **Manuscript Editor** of **World Cultural Review**- Vol;1, Issue 1 June-July,
- Certified member of the **International Education Centre, Legal Aid Cell, Environmental Law Cell, Research Cell** of Lloyd Law College, Noida
- **Moderator** and Coordinator of the session ‘Right to Worship V. Rights of the Deity: What must take Precedence” of “Young India Dialogue” held at Convention Centre JNU, New Delhi(6th Oct 2018).
- Organizer for National Workshop on Jammu and Kashmir: A discourse 23rd July 2017, Jawaharlal Nehru University, Delhi.
- Organized International conferences on **International Humanitarian Law and Refugee law**.

COMMUNITY PARTICIPATIONS (Legal/Non-Legal)

- Student volunteer (SL NO. 261117886) on ‘National Law Day’ 2017 “Balancing Roles of Three Wings of The State towards India’s Development” organized by NITI Aayog, on 25-26 November, 2017
- Student volunteer in the ‘Law Commission of India’ CLEA (ASIA-INDIA) Regional Conference – 2016 o Freedom of Speech and Expression held at Greater Noida on 5-6 November 2016
- Participated in the National Symposium on Constitutional Law, on September 23, 2017 at Malviya Smriti Bhawan, New Delhi.
- Student volunteer in 2ND Prof. N.R Madhava Menon SAARC Mooting Competition & Law Students Conference, 2016-17(Both National and International Rounds).