

SIMRAN AHUJA
Email: advocatesimranahuja@gmail.com
Phone: +91-8684830107
DOB: 13/07/1998
Faridabad, Haryana

Enrolments:

Bar Council of Punjab and Haryana- 2021

Professional Experience:

Legal Associate, Kalra Law Chambers (2 years) [2022-2024]

- Drafted and reviewed legal documents, including notices, replies, complaints, suits, and applications
- Appeared in various courts across Delhi, including District Courts, High Courts, Tribunals and Forums
- Assisted in court proceedings and conducted legal research and analysis for cases, including probate, criminal, family and arbitration matters
- Assisted in mediation proceedings, facilitating settlements and negotiations between parties
- Assisted my senior in various matters, including:
 - Research and preparation of legal documents, case files, and briefs
 - Preparation of court papers, affidavits, and other legal documents
 - Attendance at court hearings, client meetings, and negotiations
 - Analysis of legal issues and development of case strategies

Professional Summary:

Dedicated and detail-oriented Legal Associate with 2 years of experience in litigation, legal drafting, and court appearances. Proven expertise in drafting legal notices, consumer complaints, and recovery suits. Proficient in Indian laws and regulations, with a strong background in legal research, analysis, and mediation. Adept at working with seniors, clients, and other stakeholders to achieve desired outcomes.

Education:

- **BBA LLB (Hons.)**, specialization in Investment, Banking, Finance, and Insurance Laws, University of Petroleum and Energy Studies, Dehradun (Batch 2016-2021) – GRADE:8/10
- **LLM**, specialization in Corporate and Securities Laws, University of Petroleum and Energy Studies, Dehradun (Batch 2021-2022) GRADE: 8/10
- Secondary School Certificate (10th Class): Bal Vikas School, Panipat (CBSE Board) – GRADE 9/10
- Senior Secondary School Certificate (12th Class): Bal Vikas School, Panipat (CBSE Board) - 88%

Key Skills:

- Legal Drafting: Notices, Replies, Complaints, Suits, and Applications

- Court Appearances: Recovery Suits, Consumer Courts, Injunction Suits, Cheque Bounce Matters, Labour Courts, and Divorce Cases
- Legal Research: Probate Cases, Criminal Matters, Civil Cases
- Mediation: Assisted in Mediation Proceedings, Facilitating Settlements and Negotiations
- Language Proficiency: Hindi and English (Expert Level)
- Strong Analytical, Communication, and Interpersonal Skills

Personal Interests:

- Trekking and exploring nature
- Playing guitar and music production