

# Anchal Jain

BBA. LLB (Hons.)

With a solid foundation in both Business Administration and Law, I bring a strategic mindset and analytical approach to my work. I have a keen eye for detail, which allows me to analyze complex legal issues and identify potential risks while also crafting effective digital marketing strategies. This combination of legal knowledge and marketing acumen enables me to navigate the intricacies of the business landscape with confidence.

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## SKILL SETS

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**PERSONAL SKILLS** - Interpersonal Skills, Time Management, Leadership, Adaptability, Decision-Making, Self-Motivation, Attention to Detail, Research & Development

**TECHNICAL SKILLS** – Microsoft Word, Microsoft Excel, Microsoft PowerPoint, WordPress, Adobe PageMaker, Adobe Photoshop, Google Analytics, E-mail Marketing

## WORK EXPERIENCE

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### MADAMSER & CO.

POSITION- LEGAL INTERN

DATE- MARCH 2023 – MAY 2023

- Drafted various Evidence Affidavits such as Rule 45 and Rule 47 of the Trade Marks Act 1999, reply applications under various sections of CPC and assisted in preparing and filing IPD Commercial Suits, including conducting prior trademark searches, maintaining trademark portfolios, updating records, and conducting periodic audits.
- Conducted extensive research on intellectual property laws and trademark registration procedures.
- Assisted in intellectual property enforcement efforts, including investigating potential infringement cases, conducting online searches, and monitoring marketplaces for counterfeit goods.
- Collaborated with the legal team and external counsel to gather evidence and prepare documentation for legal actions related to intellectual property infringement.

### MUKESH KUMAR SHARMA & ASSOCIATES

POSITION- LEGAL INTERN

DATE- JULY 2022 – OCTOBER 2022

- Drafted complaints under the Protection of Women from Domestic Violence Act, 2005, maintenance petition u/s 125 of Cr.P.C., notices, and complaints u/s 138 of the Negotiable Instruments Act, 1881.
- Research work concerning the Code of Criminal Procedure, 1973, Family Laws, Civil Procedure Code, 1908 and Negotiable Instruments Act, 1881.
- Filed petitions and interim documents/ applications in District Courts of Delhi.

## **THUKRAL LAW ASSOCIATES**

POSITION- LEGAL INTERN

DATE- JULY 2021 – AUGUST 2021

- Conducted document review.
- Observed jury selection, jury trials, hearings on motions, and sentencing hearings.
- Analysed facts and case law and determined possible defences for clients.

## **FIRSTCALL DIGITAL MARKETING COMPANY**

POSITION- DIGITAL MARKETING INTERN

DATE- JAN 2021 – APR 2021

- Responsible for handling social media accounts for most of their clients.
- Worked on websites (on WordPress) where one itself is of the company.
- Assist in the formulation of strategies to build a lasting digital connection with consumers.
- Created content and graphics keeping trends and strategies up-to-date.

## **ADVOCATE SANJAY K. AGGARWAL**

POSITION- LEGAL INTERN

DATE- MAY 2020 – JUNE 2020

- Extensively had the opportunity of working in various field of law.
- Studied different cases involving different subject both for trial and arguments.
- Participated in online client's meeting.

## **EDUCATION**

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**BBA.LLB (HONS), LAW**

**2018 – 2023**

Guru Gobind Singh Indraprastha University

GPA – 8.25

**SENIOR SECONDARY (XII), COMMERCE WITH MATHS**

**2018**

Mount St. Mary's School, Delhi

(CBSE Board Percentage – 84%)

## **TRAININGS & CERTIFICATION**

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**DIGITAL MARKETING**

**JUNE 2019 – NOV 2019**

Internet Marketing School, Delhi

**A NATIONAL LEVEL WORKSHOP ON “CAN YOU BE HACKED”**

**MAY 2020**

## **PERSONAL DOSSIER**

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**Date of Birth** : 4<sup>th</sup> September 2000

**Languages Known** : English and Hindi

**Hobbies & Interests** : Photography, Travelling, Research and Editing

**Permanent Address** : 1/225/11 Sadar Bazar, Delhi Cantt -110010