

# MAHAK JAIN

**B.A. LL.B. (H.)**

## CONTACT

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Dedicated and detail-oriented law graduate with a solid academic background and a passion for justice. Possesses strong analytical skills honed through coursework and internship experience. Demonstrates proficiency in legal research, writing, and case analysis. A proactive team player with excellent communication skills and a commitment to professional growth and development.

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## SKILLS

- Legal Drafting
- Legal Opinion
- Research
- Writing and Communication skills
- Legal content writing
- Knowledge of Ms Word, Ms Excel, etc.
- Ability to work under pressure and over time.
- Attention to details and good analytical skills.

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## EDUCATION

### LAW COLLEGE DEHRADUN

B.A. LL.B. (H.)

Uttaranchal University | 2018-2023

### THE HERITAGE SCHOOL

12th Standard (Commerce) ISC, 2018

10th Standard (Commerce) ICSE, 2016

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## EXPERIENCE

### ELEVATE LAW

Review Analyst | February 2024 - Present

- Reviewing of documents containing PII, PHI and personal information for law process outsourcing.
- Performed First level review, QC and QA on different documents.
- Worked on tools like Canopy, RelativityOne, etc.
- Worked on data breach and data review projects.

### RAB & RAB LLP ASSOCIATES

Associate (Trainee) | SEPTEMBER 2023 - February 2024

- Legal drafting and legal research and considerable knowledge in civil, criminal, environmental and commercial laws.
- Attended Arbitration Proceedings related to different matters.
- Assisted Seniors in matters related to different State Corporations like Municipal corporation, UKPCB, Forest etc.
- Drafted Legal opinions related to different matters.
- Researched about different legal topics like Labour laws, mining etc.
- Drafting and vetting of Contracts, agreements, RFPs etc for private individuals as well as government sector.

## **MAK LAW**

Assessment Intern | July 2023 - September 2023

- Drafted RTIs related to different matters.
- Researched on topics related to matrimonial laws like Divorce, Maintenance, Special Marriage Act, Inheritance, etc.
- Assisted seniors in Court Matters.
- Assisted Seniors in drafting various legal documents. Learned about Intellectual Property Rights including WIPO, etc.
- Researched about GDPR (General Data Protection Regulation)

## **TRIUMPH LEGAL**

Intern | June 2023 - July 2023

- Drafted application for restoration for condonation of delay for Rule 9 Order IX and condonation of delay application for the same.
- Drafted Criminal Complaint for a cheque bounce case under Section 138 of Negotiable Instrument Act, 1881
- Drafted Mediation Forms, affidavits and applications in various matters.
- Prepared case notes on judgements for arguments.
- Attended proceedings in various Courts and Tribunals.

## **MR. D S PATNI, SENIOR ADVOCATE, HIGH COURT OF UTTARAKHAND**

Intern | June 2022 - July 2022

- Assisted Senior in drafting various legal documents.
- Gained knowledge about different writs under Article 226 of the Indian Constitution.
- Accompanied seniors to the Court and experienced the proceedings.
- Extensive research on the definition of 'State' under Article 12 of the Indian Constitution.
- Researched on different aspects of law including Service matters, Bail Application, NDPS Act etc.

## **ADV. JEEVAN PRAKASH, AOR, SUPREME COURT**

Intern | January 2022 - February 2022

- Researched and prepared notes on topics including the Rights of rape survivors, FIR, Contractual Obligations, False Claims, Motor Accident claims, etc.
  - Experienced Client Counselling, finding legal solution, sharpening writing and communication skill.
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**SEMINARS/  
WORKSHOPS/  
CONFERENCES**

- Attended the training program by Cyril Amarchand Mangaldas.
- Attended guest lecture by Mr. Nitin Potdar, Partner J. Sagar Associates, Mumbai.
- Attended a lecture on "Judicial Power and Judicial Duty: Some dilemmas of Judicial review in India" by Prof. (Dr.) Upendar Baxi .
- Attended an international webinar on "International Business Law" by Mr. Bola Makinde.
- Participated in the National Quiz Competition on Intellectual Property Rights conducted by UILS, Panjab University, Chandigarh.

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**PUBLICATIONS**

- Published article titled "Bail: A General Rule, Jail: An Exception" in the Indian Journal of Law and Legal Research, Volume IV Issue V.
- Published a chapter titled "An Analysis of The Rights of The Accused and The Constitutional Protection Avail in Case of Arrest in India in the book titled: "Innovative Techniques of Criminal Investigation and the Principles of Criminology".

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**COURSES**

- Completed a Value-Added Course on Legal Journalism.

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**RESEARCH**

- Researched and completed a dissertation titled "Analyzing the power of arrest ordained upon the police and armed forces in India with special reference to their jurisdiction".