

ANIRUDH KHANDELWAL

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Date of Birth| 12-07-1995 | Gender-Male | Marital Status–Bachelor

Professional Summary

A polyglot with the ability to communicate effectively in writing and orally in French, English, Hindi and strong knowledge of legal terminology and looking to apply my legal and language proficiency efficiently.

Skills

Skills (Coloumn 1)	Skills (Coloumn 2)
<ul style="list-style-type: none">• Client relationships• Pragmatic/Literal/Script/ Legal/FinancialTranslator• Goodresearcher• Extremely organized• Awareness of Indian andFrench Culture	<ul style="list-style-type: none">• Strong verbal communication• Undying Commitment• Self-motivated• English, French,Hindi• <u>Special Knowledge –Law</u>• Command on ComputerSkills

Work History

Intern

Adv. Arun Sharma

2013-2016

Jaipur, Rajasthan

- Interacted with clients during business meetings and took notes to transcribe for all members of the department.
- Supported the advocate by answering phone calls and responding to emails.
- Provided assistance at events and planned activities under the supervision of Mr. Arun Sharma.
- Called upon witnesses to testify under oath at court hearings.
- Organized and maintained law libraries, documents and case files.
- Prepared witness, discovery, pleading, trial and exhibit binders for oral argument and depositions.
- Developed strategies and arguments in preparation for presentation of cases.
- Researched and updated all required materials needed for advocate.
- Analyzed departmental documents for appropriate distribution and filing.
- Verified data integrity and accuracy.

Intern

Adv. Deendayal Khandelwal

2013-2016

Jaipur, Rajasthan

- Interacted with clients during business meetings and took notes to transcribe for advocate.
- Produced legal documents such as briefs, pleadings, appeals, wills and contracts.
- Developed strategies and arguments in preparation for presentation of cases.
- Organized and maintained law libraries, documents and case files.
- Prepared witness, discovery, pleading, trial and exhibit binders for oral argument and depositions.
- Called upon witnesses to testify under oath at court hearings.
- Performed initial client assessment and analysis to begin research process.

Researched and updated all required materials needed for advocate.

Education

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| • M.A. French | 2020 |
| ELLCS, University of Rajasthan, | Jaipur, Rj |
| • DELF-B1 : French | 2018 |
| Indo French Cultural Society | Jaipur, Rj |
| • B.A.LL.B.: Law | 2018 |
| Five Year Law College, Rajasthan University | Jaipur, Rj |
| • PG Diploma: French | 2017 |
| European Language Department, Rajasthan University | Jaipur, Rj |
| • Senior Secondary School | 2013 |
| Kendriya Vidyalaya No.-1 | Jaipur, Rj |
| • Secondary School | 2011 |
| Kendriya VidyalayaNo.-1 | Jaipur, Rj |
| • DELF-A2 : French | 2010 |
| Alliance Francaise de Jaipur | Jaipur, Rj |
| • DELF-A1: French | 2009 |
| Alliance Francaise de Jaipur | Jaipur, Rj |

Strengths

- Optimistic, self motivated and smart worker.
- Oriented towards applying my knowledge, creativity and innovative ideas in mywork.
- Different ideologies of teaching students depending on their different needs.

Accomplishments

- *Civil Litigation* Handled general civil litigation in several areas with special emphasis in intellectual property, particularly trademark and copyright infringement cases.
- *Legal Acumen* In-depth knowledge of legal proceeding, briefs, motions, client assessment, contract negotiation and review.
- Studied several civil and criminal cases and made accurate case reports.
- Studied several civil, criminal, matrimonial case laws and attended the proceedings in court of law.
- Did research work in several case laws and reported correctly.

Achievements

- Attended many conferences of different prestigious French and francophone authors.
- Participated in Journée Pédagogique held in St. Edmunds School, Jaipur.
- Wrote a poem in Rajasthan University for Festival of Francophonie day, 2019.
- Have worked in a private organization for translation of documents from French to English and vice versa.
- Have more than 1 year of experience in translation, interpretation and teaching.
- Transcribed many documents, worked for various projects on ProZ.com, Freelancer.com, Translatorbase.com, TWB etc.
- **Registered Advocate.**
- **Working as a guide, accompanying French travelers to show around.**