

DAKSH TANWAR

LEGAL ASSOCIATE | LEGAL RESEARCH | LITIGATION SUPPORT | CONTRACT DRAFTING

📍 [Faridabad, Haryana, India](#) | 📞 [+91 9625466706](#) | ✉️ tanwardaksh1999@gmail.com

PROFESSIONAL SUMMARY

Highly motivated and detail-oriented Legal Associate with hands-on experience in legal research, litigation support, legal drafting, contract review, documentation, client coordination, and case management. Skilled in preparing legal notices, affidavits, petitions, agreements, contracts, written statements, replies, and court documentation while ensuring compliance with applicable laws and procedural requirements. Strong ability to conduct comprehensive legal research, analyze case laws, maintain confidential client records, and support advocates throughout litigation and advisory matters. Possess excellent analytical, communication, drafting, documentation, and organizational skills with a commitment to delivering accurate, timely, and high-quality legal services.

PROFESSIONAL EXPERIENCE

Legal Associate

March 2024 – October 2024 | Full-Time

Advocate Manju Anand

- Drafted legal notices, affidavits, agreements, contracts, petitions, replies, written statements, applications, and other legal documents.
- Conducted extensive legal research on statutes, case laws, judicial precedents, legal provisions, and regulatory frameworks.
- Assisted senior advocates in litigation strategy, legal opinions, and preparation of court matters.
- Prepared detailed case briefs, evidence files, legal summaries, and supporting documentation for hearings.
- Coordinated with clients regarding legal documentation, procedural formalities, and case progress.
- Managed court filings, hearing schedules, document verification, and follow-up with courts and government authorities.
- Reviewed contracts and legal documents to identify legal risks and ensure regulatory compliance.
- Maintained confidential legal records, client files, and case documentation with complete accuracy.
- Supported dispute resolution matters and ensured timely execution of legal assignments.
- Worked efficiently under strict deadlines while maintaining professional standards and confidentiality.

Legal Associate

December 2023 – March 2024 | Full-Time

Kamal and Co. Advocates

- Assisted in drafting legal notices, contracts, agreements, petitions, legal opinions, affidavits, and written statements.
- Conducted detailed legal research on Acts, Rules, Regulations, judicial precedents, and relevant case laws.
- Prepared litigation documents, evidence files, and legal documentation for court proceedings.
- Assisted advocates in case preparation, client meetings, and legal consultation support.
- Coordinated with clients to collect documents and ensure timely completion of legal formalities.
- Maintained litigation records, legal files, and confidential client documentation.
- Assisted in court filing procedures and ensured compliance with legal documentation requirements.
- Supported legal compliance activities and administrative legal operations.
- Ensured proper documentation management and timely submission of legal records.

Legal Intern

November 2022 – January 2023 | Internship

Advocate Manju Anand Firm

Bengaluru, Karnataka, India

- Assisted advocates in drafting legal notices, petitions, agreements, affidavits, applications, and legal correspondence.
- Conducted legal research on constitutional provisions, statutes, judicial precedents, and legal regulations.
- Observed court proceedings to gain practical exposure to litigation practices and courtroom procedures.
- Prepared legal summaries, case briefs, research notes, and supporting documentation.
- Organized confidential legal records, client files, and case documentation.
- Assisted in preparing documentation for hearings and client consultations.
- Supported daily legal office operations including filing, documentation, and administrative work.
- Strengthened legal drafting, research, analytical thinking, communication, and documentation skills through practical legal exposure.

EDUCATION

Master of Commerce (M.Com)

2023

Maharishi Dayanand University (MDU), Rohtak

- Specialized in Accounting, Finance, Business Management, Taxation, and Commercial Laws.
- Developed strong analytical, documentation, and business management skills through academic coursework.

Bachelor of Commerce (B.Com)

2021

Delhi College of Arts & Commerce, University of Delhi

- Studied Financial Accounting, Corporate Accounting, Business Law, Economics, Taxation, Auditing, and Business Communication.
- Built a strong academic foundation in commerce, finance, accounting principles, and commercial law.

CORE COMPETENCIES

- Legal Research
 - Legal Drafting
 - Litigation Support
 - Contract Drafting
 - Contract Review
 - Legal Documentation
 - Case Management
- Court Filing
 - Client Coordination
 - Civil Litigation
 - Commercial Law
 - Legal Compliance
 - Legal Documentation Management
 - Legal Analysis
- Documentation & Record Keeping
 - Communication Skills
 - Problem Solving
 - Analytical Thinking
 - Time Management
 - Attention to Detail

TECHNICAL SKILLS

- Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
- Legal Documentation
 - Internet & Legal Research
 - Document Management
- MS Office Suite

ACHIEVEMENTS

- Successfully handled legal drafting and documentation for multiple litigation matters.
- Assisted senior advocates in preparing court cases through detailed legal research and documentation.
- Developed strong practical expertise in legal drafting, litigation support, and legal research.
- Recognized for maintaining accuracy, confidentiality, and timely completion of legal assignments.

LANGUAGES

- English | Hindi