

## RISHABH JAIN

rishabhjain1707@gmail.com | +91 9911519030 | New Delhi, Delhi

### OBJECTIVE

Motivated and detail-oriented with strong drafting, research, and corporate law exposure. Seeking an opportunity in a corporate legal team where I can contribute to contract drafting, due diligence, IBC matters, and legal compliance while growing professionally.

### EDUCATION AND QUALIFICATION

Qualification	Year	School/College
10 <sup>th</sup>	2017	MDH International School, Dwarka
12 <sup>th</sup>	2019	SBV, Delhi Cantt
BALLB	2020–2025	Fairfield Institute of Management and Technology, New Delhi (Affiliated by IPU)
Enrolled as an Advocate	2025	
Cleared AIBE	2026	

### INTERSHIPS AND JOBS

#### **Sanjay K. Sharma and Associates (Law Firm, Dwarka): Internship (5 months)**

- Assisted in Civil Matters/Criminal Matters in district courts.
- Assisted in Mediations.
- Drafted Legal Notices and 138 Complaint and Civil cases.
- Participated in client consultations and legal strategy sessions.

#### **Tygar Law Corporate (Law Firm, Janak Puri): Internship (4 months)**

- Assisted in Family Court/ Mahila Court matter in District Court.
- Drafting Family law cases, civil and commercial recovery cases.
- Drafted commercial suits, Legal Notices for Companies and Bank panels.

#### **Legal Team India: Internship (12 Months)**

- Assisted in Civil Matters/ Company Matters in district Court.
- Assisted in Arbitrations and Mediations.
- Drafted Civil/Comm. Cases.
- Researched case law for ongoing litigation.
- Participated in client consultations and legal strategy sessions

#### **Legal Associate – SmartLegal LLP (Mar 2025 – Present)**

- Drafted case files including commercial recovery, civil disputes, family matters, company disputes, Writ Petitions, NCLT Matters (Companies Act and IBC).
- Worked on NCLT Delhi & Bengaluru matters involving IBC, Companies Act.
- Attended Arbitrations and Mediations.
- Prepared pleadings, affidavits, legal notices, case status reports, and applications.
- Assisted Resolution Professionals in CIRP and Liquidation Process.

- Coordinated with Ahlmads & court staff.
- Handled client interactions, meetings, and documentation.

### **Companies Handled with RP:**

#### **- Xalta Foods and Beverages Pvt. Ltd. - Liquidation**

- o Making minutes of COC meetings.
- o Making Information Memorandum.
- o Making Resolution Plans.

#### **- Stelligence Pharmaceuticals Pvt. Ltd. - Under CIRP**

- o Making minutes of COC meetings.
- o Attended physical meetings with CoC members.

#### **- Mccraygor Mechanicals Pvt. Ltd.**

- o Drafted IA's on behalf of RP.
- o Drafted Written Consent on behalf of RP to act as the Liquidator.

#### **- Boxcoworld Pvt. Ltd.**

- o Admit and Verify the claims of the Creditors
- o Managing the affairs of the company
- o Making minutes of the Meetings
- o Meeting with CoC members, Operational Creditors, etc.

### **CERTIFICATIONS & TRAININGS**

Moot Court-Researcher and Speaker -Inter College - 2021

### **SKILLS**

- Corporate Drafting (Contracts, Notices)
- IBC & Company Law
- Legal Research & Writing
- E-filing (District Courts, Delhi High Court, NCLT Delhi & Bengaluru, DRT Delhi)
- MS-Office (Word, Excel)
- Client Handling & Documentation

### **LANGUAGES**

English – Full Professional Proficiency

Hindi – Native

### **DECLARATION**

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.