

Curriculum Vitae

Kahkashan Khan

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Career objectives

To do work that is intellectually challenging, to broaden my horizons by working in multicultural team, to work in a growth-oriented organization that values my skills and provides an environment conducive to excel in my work.

Profile

- Good Learner
- Ability to convince others.
- Ability to work with a team and lead the team.
- Ready to take up new challenges.

Employment and Experience

- Currently Working in Cloudmoyo Pvt Ltd.
- Designation - Legal Consultant
- Experience – 5 years
- Location – Pune (Remote), (Current location Bengaluru)
- Leadership - Worked as Project lead in two different Projects, also managed large team with prescribed targets.

Skills

Contract Lifecycle Management

- **Reviewing of Agreement (Master Service Agreement, NDA, SOW, ADM Agreement, IT Agreements, Amendments, Addendums, OF, Purchase order, Renewal Agreement, Termination Agreement [all other legal documents])**
- **Abstraction**
- **Annotation**
- **Obligation**
- **Redlining of Contract**

Roles and Responsibilities

- **Manage and keeping all contract related correspondence and documentation.**
- **Manage overall responsibility of Contract Lifecycle Management from start to end.**
- **Evaluating, Extracting the specific terms and conditions of contracts, and executing contracts.**
- **Ensuring that all legal documents are up-to-date and correctly filled out and stored.**
- **Documenting potential changes in the contractual agreement.**
- **Monitor and complete contract close-out, extension or renewal, as appropriate.**
- **Accountable for Contract Management discipline, periodic reports-extraction, service delivery, contract interpretation, metadata extraction.**

Educational Qualification

College/School	Qualification	Affiliation	Year of passing	Class/Grade
New Law College	LL.M	Bharati Vidyapeeth	2018-2019	First Class
AKK New Law Academy	BSL.LL. B	University of Pune	2018	Higher Second Class
Carmel High School	Higher secondary	ISC (Class 12 th)	2013	Second Class
Carmel High School	Senior secondary	ICSE (Class 10 th)	2011	Second Class

Additional Qualification and Courses

Course	Institution	Year of passing	Class/Grade
Diploma in Corporate Law	New law College (Bharati Vidyapeeth)	2018 - 2019	First Class

Past Internship Experience

AA Associates, Pune

- Case reads and case briefs.
- Research on the ongoing cases of the firm related to family matters, company and succession matters.

Advocate Sudha Koloti and Associates, Pune

- Assisted in drafting of Search Reports for the banks.
- Cases mainly related to the property matter for the granting of loans.
- Drafted gift deed and other such agreements as well.

Hariani & Co., Pune

- Assisted in Real estate work.
- Assisted in Litigation work.
- Assisted the advocates in other legal matters

Bihar state legal Authority

- Visit to Civil Courts
- Visit to Homes

Achievements

- Volunteered in organizing PINNACLE 2014 and 2015 (inter collegiate fest).
- Secured 1st position in various Essay writing Competitions in school.
- Participated in Rotary Club Debate, 2014.
- Participated in Inter collegiate Debate, 2015.

Model United Nations

Rotary International Model United Nations 2016 as the Delegate of Afghanistan.

Hobbies/Interests

- Craft work
- Painting and drawing
- Listening Music

Personal Details

Date of Birth : 28.10.1993
Husband's Name : Khizar Khan
Marital Status : Married
Computer Proficiency : MS office, Internet
Languages Known : English and Hindi

PLACE: Bengaluru