



Deepak Thakur

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Goal-oriented professional targeting middle level assignments in Legal with a leading organization of repute.

KEY SKILLS

Contract Management
Risk Assessment
Reporting &
Documentation Training
& Development Team
Management Liaison &
Coordination

PROFILE SUMMARY

- A result driven professional with **4.8 years** of Post-qualification experience
- Proficient in summarizing, categorizing and creating contract abstracts/extracts for fortune 500 companies
- Skilled in handling a wide spectrum of administrative tasks with different departments to exchange information & resolve issues
- A keen communicator with honed interpersonal, problem solving and analytical skills

CORE COMPETENCIES

- Reviewing **simple to complex contracts** (Sales Contracts, Master Service Agreements, Different Kinds of Sales Agreement analyse critical Sections like Limitation of Liability, Indemnification, Termination, Price change & Price Protection, Payment term of the Contract as per client requirements)
- Redlining, Clause Summarization and Extracting/Abstracting data from commercial contracts for entry into contracts database and summarizing key contractual terms
- Creation of Playbook as per client requirement
- Discover & Organise (Outlining) the contract family as per Parent / Child Hierarchy
- Locating contractual and business sensitive documents in multiple databases and **enforcing legal policies** for release of documents to non-legal personnel
- Reviewing **agreements in contract database** for accuracy of data entered, record start and end dates
- Ensuring **adherence to defined process** and focus on quality of output
- Identifying sections & provisions of contract which will help the client for operational efficiency and better manage risk by reviewing contracts and developing reports
- Identifying **risks, obligations & opportunities** in the contract which will help client to minimize risks and leveraging revenue by identifying opportunities
- Giving **timely reminders** to the client on their **upcoming obligations** and deliverables and following up on day to day basis till it is fulfilled as per the agreement

ORGANIZATIONAL EXPERIENCE

Sumati Legal Services Pvt. Ltd. (an Elevate Business) - Since Dec'2014

Key Result Areas:

- Involved in summarizing, categorizing and creating contract abstracts/extracts for fortune 500 companies
- Reviewing large number of commercial and software contracts for clients based in U.S such as Master Agreements, License Agreements, SOWs, Employment Agreements
- Generating reports based on client requests such as revenue recognition, nonstandard clauses, regulatory standards, etc., from the captured key information in the Contract Management Tool.
- Worked on different Contract platforms such as Seal, Apttus, Novatus, Selectica, Ariba
- Coordinating with Technical Team and providing inputs in case of any technological issues faced during the course of working on the tool
- Carrying out maximizing administrative support productivity through the use of appropriate software and proficient application
- Project Management - Working on project estimations and resource estimations
- Supervised over 20 team members during implementation of projects
- Worked as QA lead in few of the projects and currently working as a Functional Consultant and leading a Quality Assurance Team to ensure the accuracy of the project deliverables.

Highlights:

- Merit of receiving:
 - Awarded with Employee of the 2nd Quarter-2015 in recognition for outstanding performance.
 - Won Quarterly Award in appreciation for dedication and hard work towards the work for the organization
 - Received Appreciation from Manager and Client
 - GDPR & CCPA certified

ACADEMIC DETAILS

- LLB from Punjab University Campus, Chandigarh in 2014
- B. Com from Punjab University Campus, Chandigarh in 2011
- 12th from Government Model Senior Secondary School, Sector 27, Chandigarh in 2010
- 10th from Government Model Senior Secondary School, Sector 12, Chandigarh in 2008
- Basic Computer DOEACC “O” Level (6 months)

Education

B. Com (LLB)

IT Skills

MS Office

PERSONAL DETAILS

Date of Birth:

12th January 1990

Place of Birth:

Gurdaspur, Punjab

Languages Known:

English, Hindi and Punjabi

Permanent Address:

67, Khuda Lahora, Colony-1, Chandigarh (UT), India

Present Address:

67, Khuda Lahora, Colony-1, Chandigarh (UT), India

Nationality:

Indian

Marital Status:

Married

Passport Details:

Passport Number – S1743703 (Issued at Chandigarh, India Valid up to 01/04/2028)