


# PALAK MANCHANDA

Reliable with keen focus on detail, accuracy and business impact of reports and communications. Motivated to learn, grow and excel.

## CONTACT

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 +91- 9711271746

 New Delhi

 palakmanchanda18@gmail.com

## EDUCATION

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2016 to Current

### COMPANY SECRETARY

Institute of Company Secretaries of India  
Professional Programme.

2015 - 2018

### B.COM (HONS)

Kalindi College  
University of Delhi  
First Division  
Member of Executive Body

2015

Hans Raj Model School  
12th Std: 93.25 %  
10th Std: 9.6 CGPA

## WORK HISTORY

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NSA Chambers Oct 2017 - Feb 2018

### PARALEGAL

- Drafted legal documents, including notices, complaints and briefs, to support litigation processes and court proceedings.
- Researched laws and decided judgements to prepare analysis and assessments.
- Liaised between multiple associates involved in complex legal issues.
- Assisted in creating highly researched and articulate legal paperwork such as pleadings, contracts and briefs.
- Communicated pertinent information to clients via phone and email.

## ACKNOWLEDGEMENTS

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- All India Rank 16 in CS Foundation.
- Represented China in the United Nations High Commission for Refugees at Daulat Ram College MUN Conference 2018.
- Executive Member of Commerce Department of Kalindi College.
- First Prize in Economics Quiz at the Annual Economics Festival organised by Daulat Ram College.

## SKILLS

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- Business Writing
- Strong Interpersonal skills
- MS Office Suite
- Data collection and Organisation.
- Meticulous