

# PRASHANT K.

Legal Associate

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## OBJECTIVE

I am eager to secure a position within an organization that fosters continuous learning and professional growth. Leveraging my adept learning abilities, I aim to contribute to the achievement of both personal and organizational goals. As a highly skilled legal professional with over three years of experience in law, specializing in Civil & Criminal Litigation, Corporate & business law, Property Conveyancing, Real Estate, Contract Management, IPR, Legal Compliance, and Due Diligence. I am actively seeking opportunities in reputed companies and law firms. I am committed to utilizing my expertise in research, drafting, writing, and legal knowledge to make substantial contributions to the success and reputation of the organization. I thrive in fast-paced environments and am enthusiastic about taking on challenges and responsibilities that will propel my career growth.

## EDUCATION

### GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

BBA LLB (H)

2015 - 2020 | Delhi, India CGPA – 6.0

### Lovely Public Sr. Sec. School, P.D Vihar

CBSE | CLASS - XII

May 2015| Delhi, India

CGPA- 6.0

### Lovely Public Sr. Sec. School, P.D Vihar

CBSE | CLASS - X

May 2013| Delhi, IndiaCGPA - 6.0

## PROFESSIONAL EXPERIENCE

### PLS Lawyers Pvt. Ltd. (Associate Company of PLS solicitors, UK) | Legal Associate

Jan 2023 – Present | Gurugram, Delhi NCR

- Led conveyancing processes for leasehold and freehold residential properties, overseeing property searches, title deed examination, and contract preparation.
- Coordinated with stakeholders (buyers, sellers, solicitors, lenders) to ensure smooth property ownership transfers.
- Drafted and reviewed various legal and commercial documents, demonstrating precision and attention to detail.
- Conducted due diligence on mortgage documents, collaborated with international solicitors, and identified contractual risks during reviews.
- Played a key role in negotiating and drafting agreements, and received appreciation for outstanding contributions to team output.

### UnitedLex BPO Pvt. Ltd.

| Legal Associate

Aug 2022 – Nov 2022 | Bangalore, Karnataka, India

- Conducted thorough reviews of legal documents, demonstrating expertise in identifying key details and ensuring compliance.
- Played a vital role in ID verification processes, utilizing meticulous attention to detail to validate and authenticate information.
- Vetted agreements and bonds with precision, contributing to the overall quality and accuracy of legal documentation.
- Assumed responsibilities for handling Incident Response Analysis, showcasing a proactive approach to addressing and mitigating cybersecurity incidents.
- Contributed to the enhancement of cybersecurity measures, demonstrating a commitment to maintaining the integrity and security of sensitive information.

### SSSi Tutoring Service Pvt. Ltd.

| Academic Research Writer

April 2021 – Dec 2021 | Noida, India

- Authored comprehensive and well-researched academic content in the legal domain, ensuring high-quality outputs for students.
- Specialized in legal research, producing engaging and informative materials that adhered to academic standards.
- Demonstrated proficiency in crafting research papers, essays, and summaries, contributing to students' understanding of legal concepts

### Chegg India Pvt. Ltd

| Subject Matter Expert

Freelancing Academic Writer (Business Law)

- Produced high-quality academic content on Canadian and UK law, specializing in Sports Law, Legal Torts, Intellectual Property Rights (IPR), and drafting agreement templates.
- Demonstrated proficiency in legal research, authoring insightful and well-researched materials for students.
- Efficiently managed tasks, meeting deadlines, and maintaining excellence in writing and research within the legal domain.

### Evelyn Learning Pvt. Ltd

| Subject Matter Expert

April 2020– April 2021 | Noida, India

- Applied legal expertise to create accurate and insightful content, fostering an environment of academic excellence.
- Managed tasks efficiently, meeting deadlines and maintaining a high level of quality in the delivery of legal research materials for platforms such as Chegg and Course Hero.

## LITIGATION EXPERIENCE

Adv. Jaiveer Singh Chauhan | Chamber No. B 121 | TIZ HAZARI, DELHI

Adv. Chandan Malik |Chamber No. 330 | PATIALA COURT, DELHI

## NATURE OF DUTIES IN LITIGATION EXPERIENCE

### Case Strategy Development:

- Formulated effective strategies and arguments for case presentations.

### Legal Drafting and Proceedings

- Drafted comprehensive legal briefs, opinions, and notices in property, criminal, and family law.
- Instituted legal proceedings for financial recovery, representing banks and institutions in civil and criminal suits before the Honorable High Court.

## Case Management and Support

- Assisted seniors in preparing case briefs, organizing legal points, and facilitating seamless presentations in various courts.
- Managed daily case diaries, undertook defect removal, and provided regular updates to clients.

### Legal Research and Administrative Support:

- Conducted legal research, practiced public speaking in court, developed client relations, and handled translation of legal documents from Hindi to English. Instituted legal proceedings for financial recovery, representing banks and institutions in civil and criminal suits before the Honorable High Court.

## INTERNSHIP

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Mohinder Puri & co Law firm | Intern  
June 2016– June 2017 | Janpath, India

- Conducted research work, and drafted reports, letters, and emails for clients.
- Provide Legal support on Labour Law and other Civil Matters.
- Learnt regarding Arbitration, and mediation and attended NCLT proceedings.

Advocate Kapil Sharma & Association | Chamber No. F 225  
August 2018– November 2019 | Karkardooma Court, Delhi

- Drafted and crafted articulate legal briefs, opinions, and notices across diverse legal domains, including property, criminal, and family law.
- Successfully initiated and managed legal proceedings, specializing in financial recovery, where I represented banks and institutions in both civil and criminal suits before the Honorable High Court.
- Applied in-depth knowledge of legal frameworks to ensure the accuracy and effectiveness of drafted documents, contributing to favorable case outcomes.
- Demonstrated proficiency in presenting complex legal arguments and strategies clearly and concisely for litigation purposes.
- Collaborated with legal teams, clients, and external stakeholders to align legal strategies with organizational goals, fostering positive outcomes in various legal proceedings.

Butterflies, NGO | Volunteer  
June 2019– August 2019 | Delhi, India

- Volunteered with the core team of Student Social Welfare, conducting educational awareness classes for children associated with NGOs.
- Played a key role in fostering education awareness among children and their parents, emphasizing the importance of learning and academic development.
- Provided basic legal aid to parents and the broader community within the NGO, contributing to the organization's mission of social welfare.

## SOFT SKILLS

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- **Analytical Thinking:** Demonstrated analytical skills in conducting legal reviews, due diligence on mortgage documents, and identifying contractual risks during reviews.
  - **Communication:** Effectively communicate with various stakeholders, including buyers, sellers, solicitors, lenders, and international solicitors, ensuring smooth property ownership transfers and collaborative legal processes. Assisted in negotiating and finalizing property transactions, and coordinating with clients, solicitors,
  - **Attention to Detail:** Showcased precision and attention to detail in drafting and reviewing legal and commercial documents, conducting thorough reviews of legal documents, and vetting agreements and bonds.
  - **Team Collaboration:** Collaborated with teams in different organizations, playing a key role in negotiating and drafting agreements, and receiving appreciation for outstanding contributions to team output.
  - **Proactive Problem-Solving:** Demonstrated a proactive approach in handling Incident Response Analysis, addressing and mitigating cybersecurity incidents, and identifying and communicating contractual risks during contract reviews.
  - **Time Management:** Efficiently managed tasks, met deadlines, and maintained a high level of quality in the delivery of legal research materials for academic platforms.
  - **Multitasking:** Successfully handled various responsibilities, including legal writing, research, drafting, case strategy development, and litigation support across multiple roles.
  - **Legal Expertise:** Showcased expertise in Civil & Criminal Litigation, Corporate & Business Law, Property Conveyancing, Real Estate, Contract Management, IPR, Legal Compliance, and Due Diligence.
  - **Client Relations:** Developed client relations through regular case updates, and contributed to the enhancement of cybersecurity measures, reflecting a commitment to client satisfaction and security.
  - **Adaptability:** Thrived in fast-paced environments, taking on challenges and responsibilities that propelled career growth across various roles and organizations.
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