

SHIVANI KALRA

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#148, MANOJ BAGH, AMBALA — 12744

EXPERIENCE —

GE ENERGY PVT. LTD., GURGAON

LEGAL ASSOCIATE: FINANCE

2007 - PRESENT

- Advised on tax implications of their daytoday operations, including foreign trade.
- Analyzed issues arising under foreign tax credit provisions, income tax treaties, and multiple foreign income tax laws.
- Researched and analyzed the domestic and foreign tax consequences of restructuring the foreign operations of U.S., Mexican, and Venezuelan corporations.
- Participated in the firm's two largest international compliance engagement projects by reviewing and preparing Forms 8865 and 5471.

SAPLING BIZ MANAGEMENT PVT. LTD., CHANDIGARH

JUNIOR LEGAL ASSOCIATE: ACCOUNTS

2004 - 2007

- Prepared tax returns for individuals, partnerships, trusts, S corporations, companies, and employee benefit plans.
- Actively participated in audits, prepared necessary paperwork.
- led expenditure meetings and set legal guidelines for staff and management.

PUNJAB DISTRICT ATTORNEY'S OFFICE, AMRITSAR

LEGAL INTERN

2003 - 2004

- Assisted in all matters in open court, including arguing motions and negotiating plea bargains.
- Assisted Assistant District Attorneys in preparation of dockets, motions hearings and jury trials.

PROFILE

“ I have a strong background in finance and commercial law. I have experience working with large scale institutions and handling multiple on-retainer accounts for a long period of time.

Currently seeking opportunity in a corporate law firm where I can use my knowledge to create a mutually beneficial situation for all parties.”

EDUCATION

L.L.B.

Panjab University / 72%
2009 — 2013

B.B.A. HONS.

D.A.V. College — Panjab University / 79%
2006 — 2009

SKILLS

EXPERTISE INCLUDES: TAXATION LAW, CASE ANALYSIS & PLANNING, TECHNICAL PRESENTATIONS, DRAFTING & PREPARING LEGAL DOCUMENTATIONS, PUBLIC SPEAKING & PEOPLE MANAGEMENT SKILLS.

AUDIT SKILLS INCLUDE: STATUTORY AUDITS, TAX AUDITS, INTERNAL AUDITS & OPERATIONAL AUDITS.