

## RESUME

**NAME:** ARUN KUMAR SINGH

**EMAIL:** [offaks71@gmail.com](mailto:offaks71@gmail.com)

**Mobile No. & WA** 9432544444/8240684643

**Address:**  
64/1/2 Barabagan Lane, Serampore, Hooghly, Kolkata  
PIN-712203, W.B

**Website :** <https://arunkumarsinghadvcalhcsci1.durable.co/>

**Linkedin Profile:** <https://www.linkedin.com/in/arun-koomar-singh-829514214>

**GitHub CV Detail URL :**

[https://github.com/arun1971/resume/blob/main/CV\\_2023032002492031.pdf](https://github.com/arun1971/resume/blob/main/CV_2023032002492031.pdf)

### **Professional Summary:**

**Persuasive expert analyzes complex legal issues, formulates legal arguments and provides sound advice on wide range of topics. Adept at navigating legal systems, leveraging resources and communicating with clients. Thorough understanding of precedents and regulations.**

### **SKILLS:**

Legal Discovery	Administrative Support	Document Flow Coordination	Legal Counseling	Family Law
Legal Precedent	Presentation of Evidence	Legal Document Preparation	Patent Law	Teamwork and Collaboration
Litigation Leadership	Municipal Law	International Law	Legal Strategy Development	Real Estate Law
Debt Recovery	Corporate and Business Legal Issues	Drafting of Opinions	Civil Law	Contract law, India, US,EU, CIGS,HCC, SOW,NDA, MSA,VA,Contract Negotiation & Management
Commercial Real Estate	Electronic Filing System Organization	Intellectual Property /Copy Right & Trade Mark Laws	Courtroom Procedures	Criminal Defense
Environmental Laws and Litigation	Prepare Case Strategies	Immigration Law (USCIS, Others)	Online Databases	Corporate Transactions
Arbitrating Disputes	Tort Law	Health Care Law Knowledge	Education Law	Contract Laws (MSA, VMS, SOW, NDA)

REAL ESTATE Land Registration Title Search Land Reform laws Drafting ,Conveyancing	Clinical Trails Laws & Compliances Insurance Laws US HIPPA its Rules and Regulations	QCI, NABH, NABH Laws & Its Compliances NABH Audit	TMT Laws Fintech Laws SaaS Agreement Software Contract Drafting	IBC NCLT SARFAESI NI Act 138 Contract Laws Drafting Conveyancing
--	--	--	---	--

## WORK HISTORY:

**As Legal Associate with Zeal Group of Companies - JAN 2015- Till Date.**

### **Roles & Responsibilities:**

- Interviewed and communicated with clients via phone or email. Contact Drafting, Negotiation & Management including SOW,NDA, MSA,VA for cross Border Contracts & Transactions.
- Summarized deposition transcripts and case materials for senior review.
- Wrote and filed pleadings Session, Magistrates Court, HC Court and SCI on schedule to maximize case success. Collaborated with attorneys to develop strategies for each case.
- Reviewed, edited and proofread litigation for proper grammar, spelling and punctuation.
- Conducted initial client interviews, gathering facts and preparing case summaries.
- Communicated pertinent information to clients via phone, email, and mail.
- Interpreted and relayed legal information in clear format for clients.
- Reviewed legal information and proofed documentation for errors.
- Drafted, received and tracked due diligence checklists.
- Filed legal documents promptly and accurately with local, state and federal courts.
- Revised and finalized letters, briefs, and memos.
- Reviewed Deed of Trust, Title Commitment and prior bankruptcies documents.
- Contacted witnesses to testify under oath at court hearings.
- Attended depositions and court proceedings and prepared summaries on cases.
- Prepared various exhibits for attorneys for public meetings, zoning commission meetings, and legal resolutions.
- Assisted in developing processes to expedite legal procedures. Created weekly, monthly and quarterly expense reports. Attended court hearings and depositions to take notes and document proceedings.
- Researched statutes, decisions, legal articles, and codes.
- Prepared accurate pleadings, motions and briefs for review by partner attorneys.
- Contacted clients to schedule appointments and discuss progress of cases. Generated leads to meet and exceed revenue goals by identifying new Company.
- Explained available courses of action and possible repercussions of cases to clients.
- Interviewed and selected jurors to verify competency and lack of biases, presenting challenges for cause to dismiss unfit candidates.
- Collaborated with human resources and outside counsel to protect company from legal claims.
- Counseled clients on potential outcomes of legal matters.
- Conducted settlement negotiations and trial for property case with \$[Amount] in counterclaims.

- Prepared and filed pleadings, motions and other legal documents in court proceedings.
- Researched, wrote and filed motions, writs and briefs for each case.
- Communicated with clients and collected information to research cases and prepare settlement offers.
- Minimized risk exposure through careful advice on business operations and strategic plans.
- Drafted motions, petitions and waivers.
- Drafted Several W.P and 27 bankruptcy petitions.
- Interpreted laws, rulings and regulations for individuals and businesses.

**Worked as Legal Intern / With Kamlesh Jha & Associates - Kolkata / 04.2012-01.2015**

#### **Roles & Responsibilities**

- Produced legal documents such as briefs, pleadings and appeals.
  - Performed legal and general research, drafting memoranda, and correspondence.
  - Interviewed clients to obtain information relevant to cases.
  - Sorted legal documents, filing and case materials in clear, orderly systems.
  - Analyzed facts and case law to determine possible defenses for clients.
- Assessed case dockets to prepare and provide appropriate legal advice.
- Assisted attorneys with reviewing and organizing witness reports.
- Conducted background investigations on defendant.
  - Organized legal filing system to maximize efficiency.
  - Researched and analyzed legal issues and cases to provide accurate advice to clients.

#### **EDUCATION:**

1. B.Sc.(Bio) From Calcutta University in the Year 1993
2. LLB from Kalinga University in the year 2017
3. Advance Diploma In Computing Skills in 1996 From Upbeat Computers Pvt. Ltd

#### **Affiliations:**

**Member: The West Bengal Bar Council of India**

**Passed AIBE (All India Bar Examination –XIV-in 2019)**

**Interest:** Reading, Music, Computer Skills MS Office , AI Tools (Conversant on Python, HTML, CSS, SQL, Web Development, MS-Office etc.) AI and ML, ChatGpt and GPT-4, Legal Research tool like :

**Westlaw** (<https://legal.thomsonreuters.com/en/products/westlaw>)

**LexisNexis** (<https://www.lexisnexis.com/en-us/products/lexis-advance.page>)

**Bloomberg Law** (<https://www.bloomberglaw.com/>)

**Google Scholar (<https://scholar.google.com/>)**

**Fastcase (<https://www.fastcase.com/>)**

**Casemaker (<https://www.casemakerlegal.com/>)**

**SCOTUSblog (<https://www.scotusblog.com/>)**

**Law360 (<https://www.law360.com/>)**

**Above the Law (<https://abovethelaw.com/>)**

**Legal Talk Network (<https://legaltalknetwork.com/>)**

**ABA Journal's Legal Rebels (<https://www.abajournal.com/topic/legal+rebels>)**

**Health care research Tool like :**

**PubMed (<https://pubmed.ncbi.nlm.nih.gov/>)**

**Cochrane Library (<https://www.cochranelibrary.com/>)**

**ClinicalTrials.gov (<https://www.clinicaltrials.gov/>)**

**Centers for Disease Control and Prevention (CDC) (<https://www.cdc.gov/>)**

**World Health Organization (WHO) (<https://www.who.int/>)**

**National Institute for Health and Care Excellence (NICE) (<https://www.nice.org.uk/>)**

**Agency for Healthcare Research and Quality (AHRQ) (<https://www.ahrq.gov/>)**

**Health Affairs (<https://www.healthaffairs.org/>)**

**Health Information and Quality Authority (HIQA) (<https://www.hiqa.ie/>)**

**The Lancet (<https://www.thelancet.com/>)**

**Pharmaceutical research tool like :**

**PubMed (<https://pubmed.ncbi.nlm.nih.gov/>)**

**DrugBank (<https://www.drugbank.ca/>)**

**FDA (<https://www.fda.gov/>)**

**European Medicines Agency (EMA) (<https://www.ema.europa.eu/en>)**

**National Institute for Health and Care Excellence (NICE) (<https://www.nice.org.uk/>)**

**Cochrane Library (<https://www.cochranelibrary.com/>)**

**ClinicalTrials.gov (<https://www.clinicaltrials.gov/>)**

**Drug Information Association (DIA) (<https://www.diaglobal.org/>)**

**American Society of Clinical Oncology (ASCO) (<https://www.asco.org/>)**

**International Society for Pharmacoeconomics and Outcomes Research (ISPOR)  
(<https://www.ispor.org/>)**

**International contract law research tool like :**

**LexisNexis (<https://www.lexisnexis.com/en-us/products/lexis-advance.page>)**

**Westlaw (<https://legal.thomsonreuters.com/en/products/westlaw>)**

UNCITRAL (<https://uncitral.un.org/en>)

International Chamber of Commerce (ICC) (<https://iccwbo.org/>)

United Nations Convention on Contracts for the International Sale of Goods (CISG) (<https://www.uncitral.org/pdf/english/texts/sales/cisg/V1056997-CISG-e-book.pdf>)

International Institute for the Unification of Private Law (UNIDROIT) (<https://www.unidroit.org/>)

International Contracts Handbook  
([https://www.gtlaw.com/-/media/files/insights/publications/2019/12/gt-alert\\_international-contracts-handbook-2019.pdf](https://www.gtlaw.com/-/media/files/insights/publications/2019/12/gt-alert_international-contracts-handbook-2019.pdf))

World Intellectual Property Organization (WIPO) (<https://www.wipo.int/>)

International Bar Association (IBA) (<https://www.ibanet.org/>)

Practical Law (<https://uk.practicallaw.thomsonreuters.com/>)

**Previous Employment :**

With Healthcare Industry For 8 years ( India's 1st NABH Super Speciality Cardiac Hospital.

With Pharmaceutical Industry for 6 years with opportunities to launch new molecules (API-Branded) for 1st time in Indian Market in Cardiology, Endocrinology, Launch of New Division etc

For More Details Please Visit GitHub URL:

[https://github.com/arun1971/resume/blob/main/CV\\_2023032002492031.pdf](https://github.com/arun1971/resume/blob/main/CV_2023032002492031.pdf)

**Languages Known:** English, Hindi, Bengali (Proficient)

**Reference:** Available on Request

\*\*\*\*\*