Advocate Kavita Manchanda 

B.comLLB(hons.), LLM

Enrolment no. P/3228/2017

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**FOCUS**: Seeking a dynamic career in my professional field and further to enhance my in-depth knowledge and skills so I get exposure in the field I work which makes me an asset for the institution I work for and upgrade and build mine and their reputation.

**EDUCATIONAL QUALIFICATION**

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| **COLLEGE/SCHOOL** | **QUALIFICATION** | **YEAR** | **Division** |
| University Institute of Legal Studies, Panjab University, Chandigarh | LLM (Criminal and Corporate) | 2018-2020 | First Division |
| University Institute of Legal Studies, Panjab University, Chandigarh | B.ComLL.B (Hons.) | 2012-2017 | First Division |
| S.D. School, Chandigarh | Higher Senior Secondary (Class XII); Affiliated to CBSE Board | 2012 | First Division with Merit |
| D.C. Model Sr. Secondary School, Panchkula | Senior Secondary (Class X); Affiliated to CBSE Board | 2010 | First Division with Merit |

**CERTIFICATIONS**

* Online Certification course on " **Understanding Intellectual Property**" by Project Management Institute through LinkedIn Learning.
* Online Certification course on " **Real Estate Contracts** " through LinkedIn Learning.
* Online Certification course on "**Contract Drafting and Negotiation**" through ManuLegal & Associates and VakeelKhoj.

**PRACTICE EXPERIENCE**

**Total Academic and Practice Experience - 4 years**

**Practiced under the Guidance of N.K.Bajaj, Advocate, *Senior Panel Counsel, UOI, AFT, Chandigarh, Addl. Standing Counsel, GOI, Haryana Power Utilities, Panjab and Haryana High Court Chandigarh [2018-2022]***

* Handled and Attended cases fixed on daily basis in various Courts
* Prepare briefs including notes for the Counsel.
* Dealing with clients
* Draft Pleadings and motions filed in the Court
* Identify appropriate laws, judicial decisions, legal articles and other material for assigned cases.
* Draft legal documents including but not limited to plaints, contracts, wills, agreements, affidavits, evidence, applications, etc.
* Maintain and organise files, update files with the case status and information.

**High Court, Chandigarh under the Guidance of Adv. P.L. Singla - Advocate [2017]**

* Attended the proceedings of the Court
* Interaction and dealing with the clients in the office
* Case Studies
* Drafting various Consumer and Bail Applications
* Making brief notes and assisting the seniors

**Advisory Counsel for Worth It Productions and Entertainment Ltd.**

* Formulated and Drafted Contracts for their Operations and Services
* MOU drafting for their Partnerships with various Restaurants
* Legal Advisor of the Company.

**ACADEMIC EXPERIENCE**

***Total Experience : 2 Years***

* Visiting Faculty at **BVIMED, PUNE**
* Visiting Faculty at **Cognitio Learning Solution, Pune**
* Legal Trainer and Consultant at **ARKS Consultants, Panchkula**
* Visiting Faculty at **DLLE, Mumbai University**
* Online Public Speaking Teacher at **Winspark Innovations Learning Private Limited.**
* Part time faculty for Judicial Services in **Officer Bitiya, a branch of Engineers Career Group, Sector-34, Chandigarh.**

**Subjects Taken** : Disaster Management, Business Studies, Business Communications, Mercantile Law, Entrepreneurship Development, Criminal Law, Civil Law, Business Ethics, Business Environment, Corporate Governance, English Language, Public Speaking skills.

**INTERNSHIPS**

**State Information Commission Punjab, Chandigarh**

* Observed the working of the Commission
* Attended the Commission Proceedings and read various cases
* Learned various aspects of Right to Information Act,2005
* Submitted a project report on “Right to Information Act,2005”.

**Global Legal Partners, under the guidance of Mr. RajanNarain – Advocate on Record –Supreme Court, Delhi**

* Participated in team works on cases related to Company Law, Civil Law and Consumer Protection Act.
* Worked on various aspects of legal drafting and assisted in research work, inspection of files and proof reading.
* Attended case hearings on various matters in Company Law Board, Central Excise Tribunal, Family Court, High Court and Supreme Court, New Delhi

**District Court, Chandigarh under the Guidance of Mrs. Seema Pasricha - Advocate**

* Observed various trial proceedings, Cross-Examinations and as to the filing and submitting of documents.
* Learnt the applicability of the procedural laws.
* Attended Mediation Sessions.
* Done various Case Studies and learnt Law regarding them.
* Visits to various departments and almost all court rooms and learned the procedures carried thereon.

**High Court, Chandigarh under the Guidance of Mr. A.P.S. Deol – Senior Advocate**

* Observed Court Proceedings
* Interaction with the clients in the office
* Case Studies

**MOOT COURT EXPERIENCE**

* Participated in 11th **ALL INDIA MOOT COURT COMPETITION 2016** , for Justice V.R. Krishna Iyer Ever Rolling Trophy at GLC, Barton Hill, Thiruvanathapuram.
* Participated in the **UILS – INTRA INSTITUTE MOOT COURT COMPETITION 2013** at UILS, Panjab University, Chandigarh.

**OTHER ACADEMICS ACCOMPLISHMENTS AND EXPERIENCES**

* Won Special Mention as a delegate in PUMUN 2014
* Participated in the Intra-departmental Quiz competition 2012-2013
* Participated in the Intra-departmental Quiz competition 2013-2014
* Attended TEDx GGDSD College held in 2017
* Project reports on : Child Rights and Conventions
* *Academic Term Paper* on "**Manual Scavenging : Engineering an end of a Retrograde Practice"**
* *LLM Dissertation* on **"The CONCEPT OF CARTELS IN INDIA: LEGAL FRAMEWORK AND JUDICIAL RESPONSE"**

**ORGANIZATIONAL EXPERIENCE**

* Decoration Head for the organisation of Annual Function 2013-2014
* Member of the Summer Internship Cell 2014
* Organiser of Inter University Youth Festival Jhankaar 2014
* Member of Invitation Committee in the 1st UILS Academic Law Fest 2015 ARGUENDO

**SOCIAL CONTRIBUTIONS**

* Participated in Legal Aid by delivering a lecture on cyber law to school students.
* Member of a Rotract Club of Soaring Monks 2014 and contributed in various Social Activities relating the Club.
* Contributed in the Project "Children's Day, Waste to Resource" carried on by the Rotary Club of Chandigarh.
* Coordinated Blood Donation Camp in UILS, PU, Chandigarh.
* Community Service of the Blood Bank Society, Chandigarh.

**SPORTS AND EXTRA-CURRICULAR ACTIVITIES**

* Played Inter School Football Tournament 2004
* Participated in Panchkula District Yoga Championship affiliated to DISTRICT OLYMPIC ASSOCIATION, PANCHKULA & HARYANA STATE YOGA ASSOCIATION 2005
* Secured 2nd Position in Tug Of War 2006
* Won 1st prize in Dance Competition Jindal Law fest 2014
* Won prizes in Street Plays in the departmental fests.
* Participated in various plays and dramatics.
* Participated in Intra-Department Kho-Kho and Tug of War competition.
* Participated in Intra - Department Basket Ball Competition
* Played Cricket Tournaments at District Level.
* Won Squat Competition organised by Jacked Fitness Gym.

**SKILL SET**

* MS Office
* Legal Research

**HOBBIES AND INTERESTS**

I like spending time with family and friends in my leisure time, also I invest my time in reading latest and current news and judgements. Apart from these my best activity favourites are swimming and attending various dance and workout classes in the gym. I also like interacting with new people where I come across with different mind sets and learning and adapting to different thought processes which helps me grow as a human being.

**PERSONAL DETAILS**

Address :- House no. 82, Sector-9, Panchkula,

Haryana 134109

Status : Married

DOB : 18th April, 1994

Languages Known : English, Hindi, Punjabi