



ARUNIMA SRIVASTAVA



CONTACT



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314A, Pocket 2 Mayur vihar phase 1,
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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.



EXPERIENCE

Supreme Court (Former CJ V.K SHUKLA & Advocate Satyam Singh Rajput))

25/06/2022 - 15/01/2023

Legal Intern

- 1) Investigated and analysed various legal cases, conducted legal research and communicated and worked closely with clients and witnesses.
- 2) Worked closely with the cases of EOW.
- 3) Represented before various courts and Tribunals including the Hon'ble High Court and Supreme Court with the seniors.
- 4) Prepared various briefs on cases and judgements related to recovery cases and arbitration.
- 5) Attended Various Court proceedings on criminal issues like Rape, Murder, Dowry, etc.

Curia Regis LLP

15/05/2022 - 15/06/2022

Legal Intern

- 1) Assisted him in Matrimonial Cases and Writ petitions.
- 2) Had done reasearch for the Plea in High Court to direct RBI to make policy on Rs. 50 coin for visually impaired.
- 3) RBI developed App to help Visually impaired after our plea in the same matter.

Ecofrost Technologies

01/03/2022 - 30/06/2022

Procurement Intern

- 1) Assisted the legal team with the policy making and NOC's
 - 2) Comparing quotes from different vendors
 - 3) Capacity building to ramp up the production
 - 4) Technical, commercial finalization & following up activities with the vendor
 - 5) Responsible for supplier selection, Select vendor as per manufacturing process.
 - 6) Responsible for cost reduction activities
 - 7) Vendor registration by taking all appropriate vendor documents
 - 8) Supplier Assessment & visits.
 - 9) Monthly MIS & yearly report to reporting authority.
 - 10) Coordination for on-time movement of material.
 - 11) Reviewing and monitoring the purchase requisitions and ensuring that all are converted to Purchase orders (No open PR's).
 - 12) Negotiated with vendors on price, payment Terms, mode of shipping, and delivery time.
- I have worked closely with the Procurement Department as well as Legal Department.



SKILLS

Team Management

Analytical and Problem Solving

Substantive Knowledge of Law and Legal Procedures

Writing Skills

Poet, Author

Leadership

Extensive Legal Reaserch



ACHIEVEMENTS & AWARDS

Recieved Several Awards and Recognitions in Poetry

Got my 1st Book Published by Notion Press in the Year 2022. Book name- Kanyadan se pehle Gyan (Available on Flipkart and Amazon)

Got a media Coverage in Lucknow My City Newspaper for Poetry Event.

Worked with different NGO's (2018-Present)

Holding a position as an Executive Member of Justice for Rights Foundation

Ketan Mehra & Associates

16/12/2021 - 14/02/2022

Legal Intern

- 1) Assisted in drafting of cases.
- 2) Attended Various Court proceedings and Client meetings online.



EDUCATION

NehruGram Bharati University, Prayagraj

2023

Legaum Baccalaureus (LLB)
6.93 CGPA

University of Delhi

2020

Bachelor's of Arts (Political Science Hons)
54%

NIOS

2016

Intermediate

St. Aloysius High School

2014

High School
71%