

LAVANYA ANIL KUMAR

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Mumbai, India 400088

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Professional Summary

A hardworking and passionate job seeker with strong organizational skills. Ability to handle multiple projects simultaneously with high level of accuracy. Ready to help the team achieve company goals. Keen to learn and open to new experiences.

Organized and dependent candidate successful at managing multiple priorities with a positive attitude. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills

- Legal Aptitude
- Legal Analysis
- Legal Writing
- Legal Research
- Group Learning Mechanics
- Online Systems
- Speech Writing
- Idea Brainstorming
- Article Writing
- Critical Thinking
- Originality and Creativity
- Email Communications

Work History

LEGAL TRAINEE ASSOCIATE SD ASSOCIATES

- Assisted in drafting and reviewing Lease Agreements, Sale Deeds, Deed of Release, Franchise Agreements and other Real Estate contracts.
- Prepared legal documents, including notices, affidavits, and memos, for Real Estate transactions.
- Maintained regular communication with clients to update them on the status of their cases and resolve queries.
- Managed case files, maintained legal databases, and updated client records.
- Conducted thorough due diligence on properties, including title verification and scrutiny of ownership documents.

LEGAL INTERN

Ssarvi Consultancy LLP

- Conducted detailed research on Insolvency and Bankruptcy Code.
- Analysed multiple Orders and wrote numerous articles based on the findings.
- Assisted in various legal-related issues in the field of IBC.

LEGAL INTERN

Nirvaana Construction LLP

- Created researched paperwork based on petitions and case files.
- Drafted various applications and official letters.
- Advising our office personnel on legal-related issues.
- Verified titles of the property, preparing title opinion, and providing legal guidelines to the firm.

VIRTUAL LEGAL INTERN

Latham & Watkins

- Reviewed legal information and proofed documentation for errors.
- Created highly researched and articulate legal paperwork such as pleadings, contracts and briefs.
- Gained valuable insight into regulations and policies associated with Mergers & Acquisitions.
- Drafted, received and tracked due diligence checklists.

VIRTUAL LEGAL INTERN

10/2022-01/2023

King & Wood Mallesons

- Used Microsoft Word and other software tools to create documents and other communications.
- Performed legal and general research, drafting memoranda and correspondence.
- Drafted Power of Attorney.
- Gained valuable insight into regulations and policies associated with Commercial law.

MUSIC COACH, 05/2021 – 10/2022

Mahesh Kale School Of Music

- Taught music appreciation, history, and fundamentals to vocalists and musicians of varying skill levels.
 - Planned and executed targeted lesson plans to instruct on music theory, music history, and performance etiquette
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Education

1. NEW LAW COLLEGE

- First Year Grade – A
 - Second Year Grade – A
 - Third Year Grade – A
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2. SIES College of Arts, Science, And Commerce

Graduation Year– 06/2020

Bachelor of Arts: Political Science

- CGPA–9.3
 - Elected Secretary of the Political Science Department
 - Awarded Ms. SIES
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3. Atomic Energy Central School No.2 05/2015

- CGPA–9.1
 - Awarded Student of the Year
 - Elected Captain of the School
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4. Financial Accounting and Analysis

IIMBx

July 2022– February 2023
