

KARN DEV SINGH

4/8 FIRST FLOOR NEHRU NAGAR, NEW DELHI, DELHI 110065, C: +91-8826986988
SINGHKARANDEV22@GMAIL.COM

PROFESSIONAL SUMMARY

Team oriented Lawyer who works to increase understanding and proficiencies in all areas of legal practice. Communicates with empathy and compassion while consistently exhibiting a professional work ethic.

SKILLS

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| • Legal writing. | Conflict Resolution. |
| • Fluent in English and Hindi Language. | Time management. |
| • Ability to work under pressure. | Self- motivated. |
| • Legal Research. | MS-Office. |
| • Legal Assistance. | Document Drafting. |

WORK HISTORY

Legal Officer, March 2018 to current

Turner Morrison Limited – New Delhi, DL.

Role & Responsibilities

- Looking after each and every litigation Company is involved in
- Drafting, vetting and finalizing complaints, petitions, legal notices, WS and other pleadings as and when required
- Representing the Company before several courts, tribunals and other judicial authorities
- Drafting and vetting contracts, agreements, deeds, letters, MOUs etc
- Drafting and filing complaints on behalf of the Company with different authorities including police departments
- Preparing due diligence reports before commencement of any new project
- Going hand in hand and teaming up with the empanelled lawyers of the Company for every legal assignment
- Preparing officials of the Company for deposing evidence in courts and thereby holding mock cross-examination etc
- Carrying on legal and case law research on various issues and facets of law concerning the Company
- Drafting and filing RTI applications and appeals on behalf of the Company
- Making presentations time to time in order to impart dynamic changes in the law governing in the country

Legal Officer, September, 2017 to February 2018

Country Club Hospitality & Holidays Limited – New Delhi, DL.

- Assisting my Senior Legal Officer in drafting of various legal documents.
- Assisting Senior Officer in post- judgment litigation settlements and default judgment orders in favor of the company.
- Apprising clients of potential risks and cost associated with each course of action.
- Working with management and staff to resolved pre-litigation disputes.
- Wrote memoranda and reviewed legal briefs.
- Maintain record of clients and vendor contracts.
- Making appearance in various Consumer courts and mediation centers in Delhi NCR region on behalf of the company.
- Liaising up with all the Company's Advocates in north India region regarding court cases.
- Making reply to legal notices.

- Other miscellaneous legal work.

EDUCATION

- Bachelor of Law: LLB, 2014-17
Faculty of Law, University Of Delhi
- Bachelor of Commerce: B.Com, 2011-14
Delhi College of Arts and Commerce, University of Delhi

LEGAL INTERNSHIPS

UNIVERSAL LEGAL, NEW DELHI (6TH March, 2017 – 5th April, 2017)

- Researched on various provisions of:
 - Companies Act, 2013
 - Limited liability partnership Act, 2008 (mainly conversion of LLP into Company and Vice versa).
 - Indian contract act, 1872
 - Trademark rules, 2017
- I was involved in assignments pertaining to General Corporate Laws, economic and commercial laws etc
- Assisted in E-filing of various forms related to External Commercial Borrowings and Related Party Transactions under the Companies Act, 2013.
- Drafted Lex revisers for the month of March, 2017.

MIMANSA LEGAL, NEW DELHI (13th February, 2017 -25th February, 2017)

- Researched on the provisions of Indian Contract Act, 1872.
- Daily duties included:
 - Office type organizational work – photocopying, organizing papers, keeping files in order, organizing the desk
 - I have drafted a letter of declaration on behalf of the shareholders of a private limited company,

- Also helped in preparation of compliances regarding secretarial audit of a private limited company.

VAISH ASSOCIATES ADVOCATES, NEW DELHI (19th August, 2016 -18th September, 2016), COMPETITION LAW DEPARTMENT

- *involved in assignments like crosschecking and proofreading of various agreements*
- *updating and summarizing the orders of competition commission of India on daily basis*
- Legal research on various concepts of Competition laws in India.

ADVOCATE S.D. SINGH (ADVOCATE ON RECORD), SUPREME COURT OF INDIA (5th July, 2016 - 4th August, 2016)

- I was allotted various assignments like preparation of case notes and case briefs.
- Attended court proceedings at Supreme Court of India, Delhi high court, District Courts and Tribunals.
- Office type organizational work – photocopying, organizing papers, keeping files in order, organizing the desk.

ADDITIONAL INFORMATION

- Member of Legal Aid Society, Law centre-II, faculty of Law, University of Delhi
- Volunteer at various college events like College Festivals, blood donation Camps and seminars
- Member of Commerce Department at Delhi college of Arts And commerce
- Internship at AIESEC, Delhi University for Three months (2012)- major tasks at AIESEC were keeping a log of quality issues and providing services to international interns e.g., arranging accommodation, transportation and documentation.