

Ms. POORVA SINGH

☎ 6377989389 || ✉ poorvasinghraiput@gmail.com || www.linkedin.com/in/poorva-singh-532110188

EDUCATIONAL QUALIFICATION:--

YEAR	DEGREE	INSTITUTE/SCHOOL, CITY	GRADE/ PERCENTAGE
2023 - 2024	L.L.M- Corporate and Commercial Law	SHARDA UNIVERSITY, Greater Noida	8.69 Cgpa
2020 - 2023	Company Secretary (Executive Level)	ICSI	78%
2018- 2023	BBA – LLB	SHARDA UNIVERSITY, Greater Noida	8.2 Cgpa
2018	12 th – CBSE	A.S.N SCHOOL, DELHI	75%
2016	10 th – CBSE	A.S.N SCHOOL, DELHI	8.8 CGPA

KEY SKILLS : Skills of candidate are mentioned into four sub categories which she has developed during her internships and Working Experience

- **TECHNICAL SKILLS:** Legal Research, Knowledge of Laws and Regulations, Document Review and Analysis, Vendor Contract and Drafting, Case Management, Technology Proficiency, negotiation and redlining
- **ANALYTICAL SKILLS:** Critical Thinking, Attention to Detail, Problem-Solving, Data Analysis.
- **Soft SKILLS:** Communication, Collaboration, Time Management, Adaptability, Ethical Judgement.
- **Additional SKILLS:** Project Management, Client Management, Knowledge of Industry Practice, Business Intelligence.

WORKING EXPERIENCE –

INTEGREON SOLUTION LIMITED

(SEPTEMBER 2023 – PRESENT)

- Quality delivery in accordance with the engagement letter is the execution of the client engagement and Verify adherence to the company's risk management policies, plans, and initiatives.
- In order to enable the client to identify issues of concern and manage their risk, particularly integrity, reputation, and background risks, gathering information on specific targets (individuals or entities) in order to highlight any red flags. Assisting clients with due diligence, background checks, and reputational risk assessment services. Conducting desktop research using a variety of private databases and secondary sources in general
- Provide an application- and solution-based strategy for using the problem-solving method. Research on solution delivery can make use of the same and client-vendor contract management requirements, balancing service, cost, quality, and risk mitigation.
- Recognise trends and difficulties in business and industry. Determine which aspects of the client's business processes need to be improved in order to prepare recommendations.
- Managing the queue according to established Service Level Agreement (SLAs) and Preparing ad hoc reports as per request from business clients and LCA GCO.

MADHUCON PROJECT LIMITED, GURUGRAM

(JANUARY 2023- JULY 2023)

- Cases dealing in **Delhi High Court and Saket Court** (Commercial and Criminal Cases)
- Conducted thorough research and analysis on key case laws related to arbitration, specifically focusing on the implications of Section 34 of the Arbitration and Conciliation Act concerning the 100% deposit requirement for staying the operation of arbitral awards. Delivered insightful summaries of landmark legal cases such as Exegesis Infotech vs Medimanage Insurance

Broking and Sepco Electric Power vs Power Mech Projects Ltd., showcasing an ability to distill complex legal concepts into easily understandable insights.

- Provided practical guidance on compliance matters by identifying specific forms, documents, and procedures required for RBI reporting, as well as outlining the statutory obligations and penal provisions for non-compliance with the Shops and Establishments Act.
- Contributed to informed decision-making processes by offering strategic insights into the legal implications of shared ownership of source code, ensuring clarity and compliance in contractual agreements between parties. Assisted with all the case matters related to legal compliance, corporate governance, regulatory requirements, contractual disputes, intellectual property rights, employment law and dispute resolution.
- **Review and analyze arbitration documents, including pleadings, motions, and awards and Prepared hearing binders and exhibits Attended and assisted with arbitration hearings,** drafted correspondence and communicate with clients and opposing counsel Maintaining case files and ensuring accurate and timely data entry.

CERTIFICATE COURSES

- Insolvency Bankruptcy Act – NLU Jodhpur
 - Alternate Dispute Resolution- e-justicia
 - Public – Private Partnership Awareness Certification – United Nations ESCAP
 - Mediation and Conflict Resolution- Sharda University
 - Legal Drafting Skills- Sharda University
-

INTERNSHIPS

Dr. Pradeep Rai, Senior Advocate Supreme Court, Vice President Supreme Court Bar Association

(1st October 2022- 31st October 2022)

- Created highly researched and articulated legal paperwork such as pleadings and briefs, performed legal and general research, and proofread documents assisting top banking and insurance company's such as ICICI Lombard, SBI, Axis bank, etc.
- Drafted various applications including written arguments, written statements and replies to the applications. Analyzed facts and case law to determine possible defenses for clients.
- Attended court proceedings and prepared detailed case summaries. Developed polished motions and briefs to support litigation processes and enhance court proceedings.
- Assisted with all the case matters related to corporate and commercial law, arbitration, banking and insurance law, and criminal law.

TATA Power, Orissa (Legal Dept.)

(19th April 2022- 19th June 2022)

- Legal Research and case analysis on Private Discoms, captive generation market, legal drafting for the cases.
- Prepared legal documents, briefs, and notes on the Delhi Society Registration Act, 1860; laws to buy agricultural land in Uttarakhand related to B&B homestay; and notes on informal guidance from the SEBI judgement.
- Assisted in client counselling, interpreted, and relayed legal information in a clear format for clients on the stamp duty and approved guidelines for B&B Homestay, 2018. Prepared notes on the conditions of third-party payment for export under FEMA, including FAQs and whether amendments are required to be registered, alongside conducting thorough research on pertinent articles within this domain.
- Offered expert interpretation of laws, rulings, and regulations to individuals and corporate entities, facilitating informed decision-making and compliance adherence. Contributed significantly to a wide array of case matters spanning corporate law, commercial law, and real estate development, ensuring seamless legal support throughout all proceedings.

Law Office of Rahul Dev., Patent Attorney & Corporate Lawyer, Delhi

(1st June 2021 – 3rd July 2021)

- Drafting legal notices and contracts, drafting legal opinions, handling client queries, providing legal advice in cases related to IPR, Tech Laws.
- Contributed to informed decision-making processes by offering strategic insights into the legal implications of shared

ownership of source code, ensuring clarity and compliance in contractual agreements between parties. Assisted with all the case matters related to legal compliance, corporate governance, regulatory requirements, contractual disputes, intellectual property rights, employment law and dispute resolution.

- Prepared a note on the impact of the DPDP Act on employee policy and formulated a data privacy clause for the employee handbook addressing DPDP compliance and outlining the required actions for employees. Delved into extensive research to draft a Sea Farers Employment Agreement, adhering to all necessary compliances specified by the Directorate of General Shipping. Additionally, prepared a consent form for processing personal data in accordance with the Digital Personal Data Protection (DPDP) Act, 2023.
- Assisted in researching the procedure for obtaining an RPSL license and developed a comprehensive document checklist under DG Shipping, outlining the compliance documents required by the Recognized Organization (RO) for inspection (CIP) to streamline the company's path to obtaining the RPSL License. Additionally, researched on the mandatory compliances for conducting board meetings and general board meetings via video conferencing as per secretarial standards SS-1 and SS-2 by ICSI.

Advocate Narendra Pal, Delhi High Court

(1st September 2020 – 30th October 2020)

- Drafting of Affidavits and counter-affidavits, research work relating to subject matters to the Income Tax Act, Company Act, RERA
- Conducted research on case laws for cases under the jurisdiction of the high courts in Delhi, Punjab, and Haryana, the NCDRC, and NCLT to help the partners consolidate better petitions. Assisted partners in consolidating petitions and prepared factsheets for rejoinders and statements of claim in arbitration proceedings.
- Attended court proceedings on matters relating to section 138 of the Negotiable Instruments Act, 1881, and prepared summaries of cases. Assisted with all the case matters related to corporate and commercial law, arbitration, banking, and insurance law

SUPERTECH LTD, Noida (Legal dept)

(20th May 2019 - 3rd July 2019)

- Corporate legal drafting concerning cases of S.C, H.C and RERA Tribunal dealing with DRT, SARFESI, RERA, Transfer of Property, Company's Act.
- Researched and analysed legal issues, statutes, judgements, and legal articles; drafted a reply to the complaint; reviewed legal information, and proofed documentation for errors. Prepared briefs and legal notes on can MSME claim compound interest in arbitration; provision related section 36 of arbitration and conciliation act, 1996; can UP RERA be charged for 1 year maintenance in advance at the time of signing builder and buyer agreement and brief on removal of partner from partnership.
- Analysed facts and case law to determine possible defences for clients and explained available courses of action and possible repercussions of cases to clients. Assisted in client counselling, interpreted, and relayed legal information in a clear format for clients on the copyright of the company's wellness programs.

RESEARCH PAPERS PRESENTED

- ‘**COPYRIGHT ISSUES IN CYBERSPCA**’ at International Conference on Law, Science and Technology, 2023 organized by University Pendidikan Sultan Idris, Malaysia

RESEARCH PAPERS PUBLISHED

- ‘**Indian Labour Laws and Its Impact on Unemployment**’ published in Lex Explore International Journal [vol1 issue 1] 2021.
- ‘**RERA- Facet to real estate sector**’ published in Global Thoughts and Opinion, ISBN No.- 978-81-947778-5-4
- ‘**Forensic Documents**’ published by MNF Law firm

WORKSHOP/SEMINAR

- Attended Seminar on **Climate Change** by NLU Delhi
- Attended 2-days Workshop on **DUE DILIGENCE** organized by RGNLU, Punjab
- Attended 5- days National Workshop on **RESEARCH METHODOLOGY and TECHNIQUES** organized by ICAFI – Dehradun.

- Attended the Round Table on ‘Press, Free Speech & Cultural Role of Reason and Rationalism’ organized by Centre of Parliamentary Studies and Law Reforms, NUALS.
- Attended the Round Table on ‘Public Policy, Rule Of Law And Civil Liberties’ organized by Centre of Parliamentary Studies and Law Reforms, NUALS.

POSITIONS OF RESPONSIBILITY

- Active Student Member of Placement Committee of School of Law, Sharda University
- As secretary in the core team in intra moot court competition.
- As court manager in the 5th Anand Swaroop International Moot Court competition.
- As a part of organizing team in Green Intellectual Property & Climate Change Mitigation Technologies: Way Ahead.

PARTICIPATED IN

- In Amity Virtual International Moot Court Competition.
- In the 3rd National Essay Writing Competition on NATION and NATIONALISM organized by Amity University.
- In Intra Legal Quizzard organized by Sharda University.
- In 2nd National Debate Competition organized by GGSIPU.
- In E-Yuva Vidhansabha, 2020 representing MLA Priti Tomar (AAP PARTY) organized by Yogya Empowerment.

PRE-UNIVERSITY ACHIEVEMENTS

- Senior Head Prefect(2017-18) ASN Senior Secondary School, Delhi
- Participated in Youth Festival at Connaught Place representing the School
- Avidly participated and judged over 20+ debate competitions and conclaves.

ACHIEVEMENTS

- Executive Board “Vice-Chairperson” for the DWPS Next MUN 2023.
- 2nd National Labour Law Quiz organized by **NLU Bhopal**, (4th position)
- 3rd Debate Competition organized by **Sharda University**, (Special Mention)
- 2nd Debate Competition organized by **ICFAI, Jaipur**, (3rd position)

Declaration:-

I hereby declare that the above-furnished information is authentic to the best of my knowledge.

Poorva Singh

(Signature not required on soft copy)

Place: Vaishali, Ghaziabad (UP)