

Greetings.

My name is Pranav Sachdeva and I am currently pursuing Post Graduate Diploma Course in Cyber Law from the Indian Law Institute, New Delhi. Along with which I am also pursuing intellectual property and paralegal study programme/diploma from LawSikho. I am writing to you to apply for the position of **Legal Intern with your Legal Team.**

I've previously interned with more than 7 internships in the last 6 years. I have previously interned with Ngos like All India Council of Human Rights, Consumers India and have court representation experience under senior advocate for both criminal and civil matters along with admin work and customer interactions at Shiamak Davar Int. Pvt. Ltd. to enhance my knowledge, skills and to deliver value to my team. These internships have given me a chance to work with some of the best firms and lawyers in the country. These internships have also taught me how to handle stress and effectively prioritize my work according to deadlines.

As my post graduate diploma course in cyber law is coming to end, I am eager to dedicate myself to a firm of your stature and contribute to the best of my ability. My passion for work is unwavering and I aspire to be a loyal asset to your firm. I know that working with you would prove to be the ideal platform where I can grow to the best of my potential.

My resume is attached for your kind perusal and hope to have the opportunity to discuss with you more on how I can render my services.

Please do let me know in case any further documentation or clarification is needed from my end.

Sincere regards,

PRANAV SACHDEVA.  
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# PRANAV SACHDEVA

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## EDUCATION

- **2021 -2022 POST GRADUATE DIPLOMA IN CYBER LAW (INDIAN LAW INSTITUTE)**
- **2014-2019 BBA LLB (K.R. MANGALAM UNIVERSITY)**  
74.8%
- **2013-2014 CLASS XII (CBSE BOARD)**  
59%
- **2011-2012 CLASS X (CBSE BOARD)**  
7.8 CGPA

## EXPERIENCE

**2020 Worked under a Sen. Adv. Alok Kumar and carefully examined civil and criminal cases.**

Drafted responses to numerous notices which required extensive coordination with the clients' affiliates, analyzed granular data from excel sheets shared by the client along with detailed inspection of the act site as per the stated facts.

**2019 Carefully examined day to day court proceedings under Sen. Adv. Vinod Sachdeva**  
Prepared a list of dates and events and captured the facts of daily cases by assisting the senior counsel by maintaining schedule of hearings.

**2018 Participated in "we for change" internship programme by Consumers India**  
won the award for most commendable intern award. Engaging in business development extensively - attending meetings with prospective clients and taking granular notes, preparation of pitch emails and detailed company profiles, filling of forms for various legal awards, etc.

**2017 Handled different criminal and civil litigation matters at Tiz hazari courts, Karkardooma court. ( JUNE,2017) (AUGUST,2017)**

**2016 Volunteered at All India Council Of Human Rights, Liberties And Social Justice**  
worked extensively on project of Human Trafficking in India and prepared a research conglomeration report on the same including study of various case laws and international laws.

**2016 Administartion volunteer at Shiamak Davar Int. Ltd.**  
responsible for knowledge management team which includes preparation of presentation, maintenance of accounts and customer interaction etc.

**2015 Internship at All India Council Of Human Rights, Liberties and Social Justice.**  
Preparation of various documents along with extensive research on a matter relating to Child pornography.

## AWARDS

- won the most commendable intern award at Consumers India
- won the verbal mention as mooter award at C.L. Memorial moot court competition
- participated in Asia's biggest MUN- The Syndicate Mun
- won the high commendation award at Le Diplomat
- organised sponsorships for annual fest at college level

## STRENGTHS

- public speaking
- loyal and team player
- strong leadership skills
- always keen to learn and grow
- focused and career oriented
- communal and cooperative

## **CO - CURRICULUM ACTIVITIES**

- **MAY/2022 COMPLETED CERTIFIED COURSE IN INTRODUCTION TO LEGAL DRAFTING : CONTRACTS, PETITIONS, OPINIONS AND ARTICLES.**
  - **CURRENTLY PURSUING - DIPLOMA IN ENGLISH COMMUNICATIONS FOR LAWYERS- ORATORY, WRITING, LISTENING AND ACCURACY**
  - **CURRENTLY PURSUING - CERTIFIED COURSE IN INTRODUCTION TO INTELLECTUAL PROPERTY AND MEDIA LAWS**
  - **CURRENTLY PURSUING - DIPLOMA IN INTELLECTUAL PROPERTY, MEDIA AND ENTERTAINMENT LAWS**
  - **CURRENTLY PURSUING - DIPLOMA IN US INTELLECTUAL PROPERTY AND PARALEGAL STUDIES**
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