**VIDHI KAPOOR**

Kolkata, West Bengal700064, Kolkata, West Bengal   ♦ 801‑737‑0551 ♦ campharvk@gmail.com

Professional Summary

Ambitious Law graduate successfully completed 3 years of law school at O.P. Jindal Global University with experience assisting attorneys and law firms in various legal projects. Current knowledge of legal topics and skilled in researching and drafting legal documents to support firm operations. A quick learner with an enthusiastic approach for understanding of common law principles and its application to all disciplines. Excellent research, writing and communication skills to support law firm operational functions and special projects.

Accomplishments

* Recipient of Savitri Jindal Global Studentship: **Merit Based (2016– 2018)**

internship experience

Law Intern, Currently Interning (July 2022) Khaitan & Co– Kolkata, West Bengal

Law Intern, 01/2022 to 02/2022 Attornatus (Adv. Niladri Bhattacharya) – Kolkata, West Bengal

* Assisted in drafting various documents like Affidavit in reply, Title Suit, Reply to legal notices, Written statements, Concise Statements, Competency, FIR's, Application for attachment before judgement, Synopsis and List of Dates
* Research work on both corporate and litigation matters relating to various codes like Insolvency and Bankruptcy Code, Companies Act, Civil Procedure Code, SARFESI Act, Notice under Section 138 of Negotiable Instruments Act
* Attended multiple High court as well as lower court proceedings, attended NCLT matters and researched on them
* Assisted in drafting Writ Petition under Article 226 and assisted in drafting Injunction for a Suit.

Law Intern, 07/2021 to 08/2021 Supreme Court (Chambers Of Himanjali Gautam) – Delhi

* Research relating to various legal areas which are covered Indian Penal Code, 1860, The Code of Criminal Procedure, 1973, Insolvency and Bankruptcy Code, 2016, Competition Act, 2002 and various procedural codes
* Prepared case notes and assisted in drafting ongoing cases
* Assisted in drafting replies to legal notices

Law Intern, 01/2021 to 02/2021 Sandersons And Morgans – Kolkata, West Bengal

* Research work on matters including Arbitration and Conciliation Act, 1996, The Customs Act, 1962, Insolvency and Bankruptcy Code, 2016, Indian Succession Act, 1925, Indian Contract Act, 1872, Companies Act, 2013
* Attending High Court proceedings for matters
* Preparing case briefs, synopsis, index, list of documents for several matters pending adjudication
* Strategizing and framing cases regarding Indian Contract Act, 1872, Insolvency and Bankruptcy Code, 2016 and Companies Act, 2013
* Preparation of case briefs on previous cases

Law Intern, 12/2020 to 01/2021 Kolkata High Court (Adv. Mrigank Kejriwal, Court) – Kolkata, West Bengal

* Assisted in drafting of a Plaint seeking perpetual injunction under Section 38 of the Specific Relief Act, 1963.
* Assisted in drafting of a Writ Petition under Article 226 of the Constitution of India, 1950, against an order passed by the West Bengal State Consumer Redressal Commission.
* Research work on matters including Arbitration and Conciliation Act, 1996, The Customs Act, 1962, Insolvency and Bankruptcy Code, 2016, Indian Succession Act, 1925, Indian Contract Act, 1872, Companies Act, 2013.
* Attending High Court proceedings, arbitration, client conferences and strategy meetings.
* Preparing synopsis of Development Agreement, Probate, Employment Contract, Share Purchase Agreement etc.
* Strategizing and framing cases regarding Indian Contract Act, 1872, The Customs Act, 1962, Insolvency and Bankruptcy Code, 2016 and Companies Act, 2013
* Preparing case briefs, synopsis, index, list of documents, compendium of annexure for several matters pending adjudication including property dispute (grant of probate), customs dispute, grant of probate, etc.

Law Intern, 12/2019 to 01/2020 Kolkata High Court (Adv. Nikunj Berlia) – Kolkata, West Bengal

* Involved in matters of the National Company Law Tribunal, Kolkata bench and Calcutta High Court
* Worked on matters relating to Insolvency and Bankruptcy Code 2016 and Company Law
* Researched and Drafted various applications under section 7 and 9 Insolvency and Bankruptcy Code
* Drafted Applications under order 39 Rule 1 & 2 of the Civil Procedure Code 1908
* Drafted legal notices and replies to Demand Notices

Tax Intern, 06/2018 to 07/2018 Ernst & Young LLP – Kolkata, West Bengal

* Interned under taxation department
* Learned how to file individual income tax returns
* Assisted in filing tax returns of individual employees of various organizations like Intel, Tata etc.

Education

LLB: Law , 05/2022

O.P. Jindal Global University - India L.L.B Graduated with 6.6/8 CGPA

BBA: 05/2019

Jindal Global Business School - Delhi B.B.A (Hons) graduated with 2.8 GPA

Bachelor of Commerce: 04/2016

Delhi Public School - India CBSE (Class XII) graduated with 87% marks | CBSE (Class X) graduated with 84% marks

Certifications

* Certificate course on Rhetoric: **The Art Of Writing and Public Speaking affiliated by Harvard University**