

RICHA GUNAWAT

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Bar Council of India

19th Oct 2021

Enrolment No. - R/4989/2021

An ambitious focused and committed Advocate; capable of working in a fast-paced environment and of meeting strict deadlines, efficiently completing casework. Looking for an appropriate position in your organisation to diversify and build on my area of professional skills. I'm adept in conducting legal research and expert in drafting contracts, agreements, etc. A quick learner, result-oriented having strong analytical and communication skills.

Profile Summary

Area of Interest: Due Diligence; Legal Compliance; Real Estate; Intellectual Property Rights

Post Qualification Experience: 6+ Months

Experience and Internships: Civil Litigation; Service Learning; Corporate Sector

Languages Known: English, Hindi

Work Experience

LVI Attorneys LLP, Jaipur. Associate (March'22 to September'22)

- **Due Diligence:** Reviewing and inspecting the title documents, raising requisitions, interacting with Search Clerks and analysing the Property Search Reports and Litigation Search Reports prepared by them, drafting Reports on Title Documents and other ancillary documents as and when required, analysing the critical points adversely affecting the Title and attending meetings and conferences to discuss the same.
- **Drafting:** Preparing Deeds of Retirement and Reconstitution of firm, Deed of Gift, Deed of Conveyance, Development Agreement, Allotment Letter, Deed of Mortgage, Power of Attorney,

Rent Agreements, will, Probate Petition, Oaths of Petitioners, Consent Affidavits of Legal Heirs of the Deceased, Affidavit of Attesting Witnesses, Vakalatnama and other ancillary documents required to be executed like Declarations, Indemnity Bonds, Affidavits, Society Transfer Forms, etc. Attending negotiation meetings and other conferences with the clients.

- **Research:** Researching and analysing various provisions of law and judgements applicable with respect to RERA, Employment law, SARFAESI, etc and drafting Opinions and/or Notes based on the research and analysis, going the extra mile and assisting the clients resolve their queries and giving them advice in general.
- **Arguments:** Argued and handled for Various matter in RERA, Jaipur and DRT, Jaipur.
- **Other's:** Vetting Contracts and Preparing synopsis, Title Search Reports, Representations, legal notices, Early Hearing and Restoration Applications, Supplemental Sale Deeds, HR Policies, Appointment Letters, etc.

Internship Experience

Anganwadi - Integrated Child Development Service, Bassi, Jaipur (8th May 2017 to 7th June 2017)

Monitored the functioning of the Anganwadi. Interviewed the localities to get an overview of the facilities provided and the management thereof. Drafted survey reports on daily basis on the working and management of the institution including suggestions for its betterment and motivation.

Rakesh Kumar and Associates (2nd December 2017 to 2nd January 2018)

Attended the High Court proceedings, prepared brief notes of daily cases pertaining to Civil and Criminal matters. Actively participated in the ongoing cases by providing research backup as well as direct assistance in the courts. Contributed to the legal research work on constitutional law, Taxation, IPR, Rajasthan Housing Laws and other laws related to Land. Observed the routine office work, client counselling, legal drafting etc.

People's Union for Civil Liberties, Jaipur (28th November 2018 to 27th December 2018)

Monitored and assisted in the process of Rajasthan Elections 2018 (jan-manch. Polling booth inspections etc). Actively participated in skits, rallies, Human Right's week, medical camps etc. Observed proceedings of Session court, High Court, Family Court and Labour Court. Drafted report on the working and management of the organisation including feedbacks for its betterment.

Advocate Pradeep Kr. Chaudhary, Rajasthan High Court, Jaipur (10th June 2019 to 10th July 2019)

Attended High Court and observed the court proceedings, prepared brief notes of cases and researched case laws and topics assigned. Assisted the office by way of legal research, routine office work, case analysis. Navigated and searched through legal database (Manupatra/ SCC Online) in order to assist by providing required information. Observed the routine office work, legal drafting etc.

Advocate R.N. Yadav, Rajasthan High Court, Jaipur (01st December 2019 to 30th December 2019)

Examined and reported proceedings of the High Court, prepared brief notes of cases. Researched on the topics allowed related to Consumer Protection Act. Observed the day to day office routine, client counselling, legal drafting etc.

Legit by Internationalism (08th June 2020 to 08th July 2020)

Researched various international case laws, prepared newsletters, judgment analysis, transcripts, policy analysis etc. Attended webinars and lectures.

Legal Readings- A Platform for Learning (05th December 2020 to 5th January 2021)

Researched and submitted articles on allotted topics like healthcare laws, SEBI etc

Education

LLM: Currently Pursuing (IPR), Dr. Bhimrao Ambedkar Law University, Jaipur, (2022-23)

CS Executive: Currently Pursuing, Institute of Company Secretaries of India

BBA LLB (Hons.): 6.17 CGPA, Symbiosis Law School, Pune, Maharashtra (2016-21)

Standard 12th: 68 %, S.R.N International School, Jaipur, Rajasthan (2014-15)

Standard 10th: 7.8 CGPA, S.R.N International School, Jaipur, Rajasthan (2012-13)

Co-Curricular Activities

- Participated in the training program, “Practical and Transnational Dimensions of Surrogacy Law” organised by Symbiosis Law School, Pune on 22nd August 2017 - by Mr. Ranjit Malhotra (Malhotra & Malhotra Associates)
 - Completed the PCT Distance Learning Course on “Introduction to The Patent Cooperation Treaty” - from WIPO Academy
 - Completed Level one of Spanish Language from Symbiosis Law School, Pune, India
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Key Skills

- Legal Research (Manupatra/ SCC Online/ Westlaw)
- Drafting, Legal Documentation
- Proofreading
- Keen knowledge of MS-Office
- Languages: English and Hindi
- Punctual and forbearing
- Ability to work independently as well as collaboratively working within a team
- Highly organised and efficient

DECLARATION: *I hereby declare that the facts and information furnished above are genuine to the best of my knowledge and I undertake to inform you of any change therein immediately.*