

# Prashansa Diwan

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## Experience

<b>Legal Intern</b> , Senior Adv. Ritu Kumar Jharkhand High Court <ul style="list-style-type: none"><li>Handled LPA, Writs, Contempt, and Criminal Appeals cases with expertise.</li><li>Conducted in-depth research on various aspects of criminal law and provided comprehensive case briefings.</li></ul>	2024/04 – 2024/05 Ranchi, Jharkhand
<b>Legal Intern</b> , TRILEGAL, MUMBAI <ul style="list-style-type: none"><li>Operated extensive research on CARA and the HMA,1955</li><li>Submitted 8 formatted judgments using legal research platforms like Manupatra.</li><li>Administered legal databases for 30+ corporate clients, ensuring 100% data accuracy and efficiency.</li></ul>	2023/12 – 2024/01 Mumbai, India
<b>Human Resource Head</b> , Canonsphere <ul style="list-style-type: none"><li>Strategically Designed and executed strategic job posting initiatives across multiple platforms, increasing applicant pool by 50% and reducing hiring costs by 30% through optimized candidate sourcing methods.</li><li>Evaluated employee databases, gathered payroll data, screened resumes, scheduled interviews, and assisted with HR-related reports and employee queries.</li><li>Promoted to the CORE MEMBER, the highest authority of the organisation, for outstanding performance and leadership.</li></ul>	2023/11 – present
<b>Legal Drafting and Researching Intern</b> , Theory of Abrogation <ul style="list-style-type: none"><li>Drafted over 15 agreements, legal notices, and various other legal documents.</li></ul>	2023/10 – 2023/11 Remote
<b>Legal Intern</b> , chamber of Senior Adv. K.P.Dubey Sir, District Court <ul style="list-style-type: none"><li>Comprehensive legal and general research, drafted petitions, and legal letters, and proofreading numerous documents for accuracy.</li><li>Attended 50+ depositions and court proceedings, preparing detailed case summaries.</li><li>Initial client interviews for 30+ cases, gathering facts and preparing thorough case summaries.</li></ul>	2023/02 – present
<b>Legal intern</b> , Hon'ble Jeevan Prakash Advocate-on-Record Supreme Court of India <ul style="list-style-type: none"><li>Drafted legal opinions based on provided topic resources.</li></ul>	2023/05 – 2023/10 remote
<b>Legal Intern Kolkata High Court</b> , Chamber of Adv. Sanjay Singh <ul style="list-style-type: none"><li>Composed 2-3 daily short articles on laws and judgments, creating engaging scripts and legal awareness content.</li></ul>	2023/05 – 2023/08
<b>Media Digital Monitoring and Content writer Intern</b> , Aam Admi Party (AAP) <ul style="list-style-type: none"><li>Monitored digital media of 4 news channels (ZeeNews Hindi, ZeeNews English, News 18 Hindi, Dainik Jagran) on Instagram, Twitter, Facebook, YouTube, and on their respective website.</li><li>Published approx 20 News writeups of AAP at various abovementioned platforms; covered by all news channels on paper and on digital mode. Involved in PR team.</li></ul>	2023/10 – 2023/10
<b>Legal intern</b> , Legal Vidhiya <ul style="list-style-type: none"><li>Performed case analysis, including researching, structuring, and drafting detailed case reports.</li></ul>	2023/06 – 2023/07 Remote
<b>Content Writer</b> , Earth5r <ul style="list-style-type: none"><li>Edited and proofread pieces of content, ensuring adherence to AP style and high standards of grammar and quality.</li><li>Researched and drafted 25+ blog posts and articles on environmental topics, contributing to increased readership and engagement.</li><li>Curated and posted 15+ articles, including writing, photography, and graphic design, enhancing the overall presentation and impact of the content.</li></ul>	2023/05 – 2023/08

<b>Executive Board Member</b> , Legal Vidhiya <ul style="list-style-type: none"> <li>Developed THE PROSECUTOR magazine, overseeing all aspects of its development.</li> <li>Designed and crafted law-themed memes for Instagram, boosting social media engagement.</li> <li>case studies, articles, scripts; topic videos. Operated webinar entries to enhance educational outreach.</li> </ul>	2023/06 – 2023/08 Remote
<b>Content Writer Intern</b> , MARPU Foundation <ul style="list-style-type: none"> <li>Researched, Wrote and edited high-quality content and visually impactful programs under tight deadline, delivering captivating and authentic material.</li> <li>Utilized exceptional writing, editing, and proofreading skills to produce engaging, error-free, and 100% original content.</li> <li>Developed original keyword-rich content in line with branding and SEO best practices, consistently meeting time-sensitive deadlines.</li> </ul>	2023/05 – 2023/05
<b>Researcher</b> , The KARMA FOUNDATION <ul style="list-style-type: none"> <li>Conducted comprehensive research on Indian NGOs. Provided actionable insights on diverse NGO strategies, recommending influential practices to enhance the impact of KARMA NGO.</li> <li>Facilitated collaborations by providing precise contact details for various NGOs, strengthening networking efforts.</li> <li>Organized and analyzed data into structured Excel formats, converted findings into visual figures, and supported video editing projects.</li> </ul>	2022/12 – 2023/01

## **Education**

<b>BBA LL.B(H)</b> , Netaji Subhas Institute of Law	2022 – 2027 Jamshedpur, India
<b>Bio-Science</b> , St. Xavier's English High School <ul style="list-style-type: none"> <li>Completed High schooling in Bio-Science. The subjects were physics, chemistry, zoology, botany and physical education. GRADE-A+</li> </ul>	2019 – 2021 Jamshedpur, India

## **Skills**

MS Office | Drafting | Proofreading | Robust and fluent Communication | Cogent Writing | Research | Multitasking | Debating and mootng | freelancing | Human Resource

## **Positions of Responsibility**

<b>Head of Human Resource Department</b> , Canonsphere	2024/01 – present
<b>Host</b> , Numerous workshops of canonsphere	2023/12 – present
<b>Organizing Committee Head</b> , 2nd S K Basu Virtual National Moot Court Competition	2024/06
<b>Court Master</b> , 2nd S K Basu Virtual National Moot Court Competition	2024/06
<b>Volunteer and Organizing Committee Member</b> , Vimarsh Canon Youth Parliament	2024/04
<b>Host</b> , 'Pseudo-Feminism Overshadowing Feminism,' Canonsphere	2023/12

## **Awards**

<b>Secured 1st position at NSIL INTRA MOOT COURT competition 2024</b> , NSIL	2024/05
<b>Secured 1st position at Client Counseling Competition</b> , NSIL	2023/12
<b>Departmental Topper</b> , Netaji Subhas Institute of Law	2023/12
<b>Winner at NSIL INTER DEPARTMENT ESSAY competition</b> , NSIL	2023
<b>Secured 3rd position in intra-university essay competition.</b> , NSIL	2023
<b>Winner at NSURL STATE LEVEL moot court competition.</b> , NUSRL,Ranchi.	2022

<b>1st runner-up in university EXTEMPORE SPEAKUP contest, NSIL</b>	2022
<b>Semi-finalist in university moot court competition, NSIL</b>	2022

## **Courses**

<b>Intellectual Property, IIT Roorkee, Swayam</b>	present
<b>Introduction to Intellectual Property Rights, Upgrad</b>	2024/07
<b>Mastercard Cybersecurity Analyst, Mastercard, Forage</b>	2024/05
<ul style="list-style-type: none"> <li>• Completed a job simulation where I served as an analyst on Mastercard's Security Awareness Team</li> <li>• Helped identify and report security threats such as phishing</li> <li>• Analyzed and identified which areas of the business needed more robust security training and implemented training courses and procedures for those teams</li> </ul>	
<b>Proofreading, UDEMY</b>	2023/02
<b>Digital Marketing, Google warehouse</b>	2023/03
<b>Ultimate Adobe Photoshop, UDEMY</b>	2022/12
<b>Image management, Celebrity School, Celebrity School, Dr. Kuljeit Uppaal</b>	2022/12
<b>Diploma in nutrition, California, US</b>	2020/12