

Prashansa Diwan

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EDUCATIONAL QUALIFICATION

BBA LL.B(Hons) Netaji Subhas Institute of Law I (2022-27) CGPA-8.72/10	Jamshedpur, India
Bio-Sciencel St. Xavier's English High School I 2021 GRADE-A+	Jamshedpur, India

ADDITIONAL QUALIFICATIONS & COURSES

Course on Intellectual Property , IIT Roorkee, Swayam	present
Drafting M&A Dispute Resolution clauses , Khaitan and Co.	March 2025
Certificate Course on UNICITRAL International Commercial Arbitration , ITC	March 2025
Certificate Course on Introduction to Intellectual Property Rights , Upgrad	July 2024
Certificate Course on Mastercard Cybersecurity Analyst , Mastercard, Forge	May 2024
Course on Proofreading , UDEMY	February 2023
Digital Marketing Course , Google warehouse	March 2023
Detailed Course on Ultimate Adobe Photoshop , UDEMY	December 2022

EXPERIENCE

Rahul & Jayshri Associates & Co. (March 2025), Remote

- Contract Drafting and Research work, Affidavits, Rent Agreement, Non Disclosure Agreement,
- Article of Association, Memorandum of Association, Writ Petition and PIL

Legalwiki Co. I Legal Journal (February 2025), Remote

- Researched and drafted **78** legal news articles with accurate and concise reporting.
- Created **70** engaging Canva posts to enhance legal content visibility.
- Tracked and analyzed **200+** legal updates, including new laws, judgments, and policy changes.

Chambers of Senior Adv. Ritu Kumar, Jharkhand High Court (April & May 2024)

- Assisted on LPA, Writs, Contempt of Court, and Criminal Appeals, and Renenue Matters.
- Researched the above-mentioned aspects of criminal law, delivered comprehensive case briefings.

TRILEGAL, MUMBAI (General Corporate Team) (December 2023)

- Operated extensive research on CARA and the HMA,1955
- Submitted 8 formatted judgments using legal research platforms- Manupatra, SCC Online etc.
- Administered legal databases for 30+ corporate clients, ensuring 100% data accuracy and efficiency.

Canon Sphere I Human Resource & Support Head, Events Head (November 2023-March 2025)

- 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.
- Evaluated employee databases, gathered payroll data, screened resumes, scheduled interviews, and assisted with HR-related reports and employee queries.
- Promoted to the CORE MEMBER, the highest authority of the organisation, for outstanding performance and leadership.

Chambers of Senior Adv. K.P. Dubey, Jamshedpur District Court (February 2023- Present)

- Comprehensive legal and general research, drafted petitions, and legal letters, and proofreading numerous documents for accuracy.
- Attended 50+ depositions and court proceedings, preparing detailed case summaries.
- Initial client interviews for 30+ cases, gathering facts and preparing thorough case summaries.

Laws with Rachna I Legal Designing Team (October 2024), Remote

- Designed and created daily legal posters, memes, and carousels for LinkedIn to enhance audience engagement and promote legal content.
- Collaborated with the team to research and fetch relevant legal data for poster and carousel designs.
- Utilized Canva, Adobe to ensure visually appealing, accurate, and informative legal graphics for social media platforms.

Chambers of Adv. Sanjay Singh, Kolkata High Court (May 2023 - August 2023)

- Composed 2-3 daily short articles on laws and judgments, creating engaging scripts and legal awareness content.

Chambers of Adv. Jeevan Prakash (AOR), Supreme Court (September & October 2023), Remote

- Drafted legal opinions based on provided topic resources.

Aam Admi Party (AAP) I Media Monitoring and Content Writer (October 2023), Remote

- 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.
- 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.

Honb'le C.J.M. Manju Kumari I Judicial Internship (August & September 2023), Seraikella District Court

- Framed contention among parties, perused judgements, and attended court proceedings.
- Dealt Money Suit, Original Suit, Execution Case, N.I. Act cases and other complaint matters.

Legal Vidhiya I Research and Content Department (June & July 2023), Remote

- Performed case analysis, including researching, structuring, and drafting detailed case reports.

Earth5r I Content Writer (May 2023- August 2023), Remote

- Edited and proofread pieces of content, ensuring adherence to AP style and high standards of grammar and quality.
- Researched and drafted 25+ blog posts and articles on environmental topics, contributing to increased readership and engagement.
- Curated and posted 15+ articles, including writing, photography, and graphic design, enhancing the overall presentation and impact of the content.

Legal Vidhiya I Executive Board Member (June 2023- August 2023), Remote

- Developed THE PROSECUTOR magazine, overseeing all aspects of its development.
- Designed and crafted law-themed memes for Instagram, boosting social media engagement.
- case studies, articles, scripts; topic videos. Operated webinar entries to enhance educational outreach.

MARPU Foundation I Content Writing Department (May 2023)

- Researched, Wrote and edited high-quality content and visually impactful programs under tight deadline, delivering captivating and authentic material.
- Utilized exceptional writing, editing, and proofreading skills to produce engaging, error-free, and 100% original content.
- Developed original keyword-rich content in line with branding and SEO best practices, consistently meeting time-sensitive deadlines.

The KARMA FOUNDATION I Research Department (December 2022), Remote

- Conducted comprehensive research on Indian NGOs. Provided actionable insights on diverse NGO strategies, recommending influential practices to enhance the impact of KARMA NGO.
- Facilitated collaborations by providing precise contact details for various NGOs, strengthening networking efforts.
- Organized and analyzed data into structured Excel formats, converted findings into visual figures, and supported video editing projects.

POSITIONS OF RESPONSIBILITY**Head of Event and Outsourcing Department,** Canonsphere (November 2024- March 2025)**Course Anchor,** AIBE Crash Course by DreamLaw (October 2024- December 2024)**Head of Human Resource & Support Department,** Canonsphere (January 2024-March 2025)**National Council Member, Mentor of UP,** National Legal Rights Consortium under WICCI (July 2024- present)**Host,** All Workshops of Canonsphere (December 2023 - March 2025)**Organizing Committee Head,** 2nd S K Basu Virtual National Moot Court Competition (June 2024)**Court Master,** 2nd S K Basu Virtual National Moot Court Competition (June 2024)**Volunteer and Organizing Committee Member,** VIMARSH Canon Youth Parliament (April 2024)**Host,** 'Pseudo-Feminism Overshadowing Feminism' Canonsphere (December 2023)**PUBLICATIONS****The Delhi High Court Refers "Bhoot Chips" dispute between Too Yumm and Haldiram's to Mediation & other 42+ legal journal coverage,** Published by Legalwiki Co. (please click this link) 2025**Zomato Rebrands as Eternal Ltd & Board Approval Under Companies Act,** Legalwiki Co. 2025**ACADEMIC, EXTRA CURRICULAR & OTHER ACHIEVEMENTS****Participated at GLS Faculty of Law, Virtual Judgment Writing Competition** 2025**Best Debater,** Explore XI, NSU November 2024**Secured 1st position at NSIL INTRA MOOT COURT competition 2024,** NSIL May 2024**Secured 1st position at Client Counseling Competition,** NSIL December 2023**Departmental Topper,** Netaji Subhas Institute of Law (NSIL) December 2023**Winner at NSIL INTER DEPARTMENT ESSAY competition,** NSIL 2023**Secured 3rd position in intra-university essay competition.,** NSIL 2023**Winner at NSURL STATE LEVEL moot court competition.,** NUSRL,Ranchi. 2022**1st runner-up in university EXTEMPORE SPEAKUP contest,** NSIL 2022**Semi-finalist in university moot court competition,** NSIL 2022**ADDITIONAL SKILLS**

MS Office | Drafting | Proofreading | Robust and fluent Communication | Cogent Writing | Research | Multitasking | Debating and mooting | freelancing | Human Resource | Canva | Adobe Photoshop