

DIVIT ARORA

5th Year, B.B.A. LL.B. (Hons.) [Five Years Integrated Course] at Centre For Legal Studies- GIBS, GGSIPU, New-Delhi,

Mobile: 9643395262, E-mail: divitarora1999@gmail.com

ACADEMIC QUALIFICATIONS

- **B.B.A LL.B (Hons.)** (2021- Present 5th Year) - 9.2 SGPA
- **12th Standard** [From Hans Raj Model School, New Delhi]. 87%
- **10th Standard** [From Hans Raj Model School, New Delhi]. 10 CGPA

COMPANY SECRETARY (Institute of Company Secretary of India)

- C.S. FOUNDATION - 76%
- C.S EXECTUIVE – 51%

INTERNSHIP EXPERIENCES

CREDGENICS (Analog Legalhub Tech solutions Pvt.Ltd.) (December – February)

Drafted various notices like LRN, Personal loan notices, Inland letters, credit card debt, section 138 notices, 25 of PASSA, SARFESI notices for NPAs, among several others against the borrowers, co-borrowers, guarantors, etc. for the payment of loaned amount. The banks and NBFCs included yes bank, ICICI bank, TVS NBFC, Clix NBFC, Kotak Mahindra Bank, Reliance, TATA among several others. Drafting of Contracts as well as contract review under the guidance, plaints, complaint under section 138 of NIA, recovery suits, Statement of Claim under arbitration for the clients (banks and nbfc). Engaged in the arbitration and mediation of borrowers and the bank's representatives. Continuously engaged in the management process of tracking of notices, sending of notices and arbitral awards, and maintaining MIS for the arbitration proceedings for the company.

VIVEK KUMAR AND ASSOCIATES (October – November) – 6 WEEKS

Involved in Annual and Quarterly Compliance regulation , Filing of various corporate compliances like ADT-1,2,3,; DIR-12, MGT-14, MGT-7, AOC-4, AOC-4 XBRL, MBP-1,CHG-5, DPT forms, share reconciliation reports, Shareholding pattern reports, XBRL utility excel sheets for every compliance at MSEI like financial results filing, advertising in newspaper etc. of listed as well as unlisted public companies and filing the forms at BSE, NSE, MSEI portals. Involved in drafting of Minutes of board meetings, Annual General Meetings, Secretarial audit report, share reconciliation statements in XBRL, Annual report, involved in alteration of MOA and AOA and also incorporation documents like RUN, SPICE, etc. Constantly involved in Extensive research work regarding Company law, IBC and SEBI acts.

A.K ASSOCIATES (DELHI, August – September) – 8 WEEKS

Involved in drafting of Complaints u/s 138, Civil Suits, Commercial Suits, Superdari Application, Rejoinder, Written Statement, Criminal Petition, Bail Application, Bail Quashing, Recovery Suits, Notices, Application for Condonation of Delay, Writ petitions, various Affidavits and Statement of Claim in Arbitration. Further the research work regarding the present cases, Argued as proxy counsel in district court as well as Arbitration proceedings. Involved in the Court procedures like issuing summons to the opposite part via PF, CIA, getting the certified copy, filling of cases in NCDRC and SCDRC and all the other district courts of Delhi.

LEGACY LAW OFFICE (DELHI, March- April 2021)- 6 WEEKS

Involved in research regarding real estate laws, work regarding partial completion certificate of the developer's real estate (RERA, Municipal corporation's latest notifications, rules etc.) and latest notification in the client's area; analysis of various State Employment of Local Candidates Bill of various states, researching of various contracts regarding BRT system in Indian states. Drafting work included drafting of consultation contracts, engagement letters etc.

Dolce Vita Trusteeship Services LLP (February, 2021)- 5 WEEKS → Involved in extensive research and drafting of official document like letters to SEBI, drafting of proposed reply to SEBI. Continuously involved compliance regulation of the clients of the LLP, dealt in ROC matters, worked upon few aspects of UAE laws as one of its office is located in Dubai, was involved in various Security and capital market laws.

Tygar Law Corporate-(June 2020, 4 WEEKS) - Involved in research work regarding the Legal issues and presenting the research to the partner.

King and Wood Mallesons (June 2020) - Conducted Drafting of contract clauses, corporate due diligence, attended online arbitral proceedings.

Mrs. Nilofar Khan, Advocate on Record, Supreme Court of India.(July 2020, 4WEEKS)

Involved in extensive research and drafting work. Assisted in drafting numerous notices, petitions, writ petitions, and SLPs as well as in making case summaries. Attended various court and tribunal proceedings.

Link Legal India Law Services (Delhi Office) June 2019, 4 WEEKS. - Involved in research work relating to corporate law, litigation, infrastructure law and various other fields, drafting of documents like memorandum of entries, reading and checking of contracts and minutes of meetings of certain companies & work relating IBC.

Mrs. Nilofar Khan, Advocate on Record, Supreme Court of India.(July 2019) - Involved in extensive research and drafting work. Assisted in drafting numerous notices, petitions, writ petitions, and SLPs as well as in making case summaries. Attended various court and tribunal proceedings.

PUBLICATIONS

- **Article titled - PATENT LICENSING AND COMPULSORY LICENSING IN INDIA WITH STUDY OF USPTO POLICIES** – Published in Strictly Legal - <https://strictlylegal.in/patent-licensing-and-compulsory-licensing-in-india-with-study-of-uspto-policies/>
- **Article Titled - POISON PILL STRATEGY: ANTI – HOSTILE TAKE OVER DEFENSE STRATEGY BY COMPANY WHILE ANALYSING SECURITY LAWS** – published in **Indian Commercial Law Review** - <http://iclr.in/poison-pill-strategy-anti-hostile-take-over-defense-strategy-by-company-while-analyzing-security-laws/>
- **Research Paper titled - Development and Regulation of Aviation Laws and Their Regulatory Framework;** (Published in) – *International Journal of Socio-Legal Research, ISSN (O): 2393-8250.*
- **Research Paper titled - Men Too: Darkest Secret Of War** – (published in) **WHITE BLACK LEGAL LAW JOURNAL** ISSN (O): 2581-8503.
(<https://www.whiteblacklegal.co.in/adarkest-secret-of-war-sexual-harassment-and-rape-of-men-by-divit-arora/>)

CERTIFICATION COURSES

- In **Advance Program of Contract Drafting, negotiation and regulatory compliance** By SCRIBOARD ADVOCATES AND LEGAL CONSULTANTS
- Pursuing **Technology Contract** By Scriboard Advocates and Legal Consultants(pursuing)
- **Patent Cooperation Treaty** By WIPO
- **Environmental Governance** By United Nations
- **International Legal Framework on Transboundary Air Pollution** By United Nations
- **Legal research** by Gitarattan International Business school.
- **JusticeX** by Harvard Law School (pursuing)
- **From trust to promise to contract** by Harvard Law School.
- **litigation drafting course** by Lawoctopus (pursuing)

POSITION OF RESPONSIBILITY & ADDITIONAL ORGANISATIONAL EXPERIENCE.

- Young Practitioner at **Mumbai International Arbitration Centre.**
- Young Practitioner at **Asian International Arbitration Center.**
- Young Practitioner at **Singapore International Arbitration Center. (MEMBER NO. 99088)**
- Student Member at **Chartered Institute of Arbitration (MEMBER NO. 6088673).**
- **Organizer- 1st National Debate Competition** at Centre For Legal Studies – GIBS
- **Organizer- 1st National Moot Court Competition** at Centre For Legal Studies – GIBS
- Served as Campus Ambassador for **Questcrest Leading India**