

TAMANNA ARORA

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PROFILE SUMMARY

- A dedicated, resourceful and innovative instructor, who strives to help students change marginal grades into good grades and supports the colleagues.
- Adept in facilitating intellectual growth by creating an atmosphere of mutual respect & open communication. Experience of facilitating / coaching students by using interactive discussions and hands-on approaches to help students learn and apply concepts in subjects.
- Ability to assess the legal issues and produce professional results while adhering to rigid guidelines.
- Proficient in providing effective day-to-day advises on human rights and commercial laws & legal matters including liaison / instructions with external counsel for numerous cases.
- Keenly interested at handling all administrative activities, ensuring adherence to statutory regulations & compliance with various governmental agencies and addressing disciplinary issues & legal matters.
- An excellent communicator with effective negotiation skills and ability to relate to people across all hierarchical levels in the organization and motivate them towards the achievement of organizational objectives.
- Providing legal services by undertaking legal research, legal document preparation as well as legal document/ agreement reviews, etc.
- Proficient in providing effective day-to-day advises on various legal matters including liaison / instructions with external counsel for numerous cases.
- Enrolled as an Advocate in Bar Council of Delhi and All India Bar Association
- Expertise in planning, strategizing, decision making and implementing legal decisions with demonstrated success in handling legal assignments.
- Developing and nurturing client relations with the view to provide value added service and achieve ultimate pinnacle of client satisfaction.
- Liaising with Govt. Authorities and ensuring proper compliance with regulatory / statutory requirements.
- Serving as a Translator Volunteer at Translators Without Borders for translating the documents from English to Hindi.
- Member at Justice.org.

AREAS OF INTEREST

- Willing to teach The Indian Penal Code 1860, Criminology, Law of Contracts, International Human Rights, Corporate Laws, Advocacy Skills and Legal Ethics.
- Draft question papers for Mid-Term as well as End Term.
- Guide students in assignments and case studies and maintaining the record of attendance, etc.
- Use notes, PPT along with Case Study Method as the teaching methodology.
- Draft comprehensive and easy to understand notes for students and delivering presentations for better and interactive learning.
- Prepare Question Papers and evaluation of the students.
- Plan successful completion of course within time and handling the administrative work.
- Use notes, diagrammatic presentation as teaching methodology and explaining examples on the board.

PROFESSIONAL HISTORY

BLACKFRIARS SETTLEMENT ADVICE CLINIC, LONDON

2019 - 2020

Pro-Bono

Role:

- Rendered administrative support to a team of 4 solicitors in delivering legal advices to clients.
- Associated with clients for case brief and maintained record of client data.
- Reported to managers and resolved reception queries on date of advice clinic.
- Assisted the solicitors/legal advisors and handled reception work.
- Coordinated with clients over calls to confirm their personal information and case brief.
- Gained knowledge and experience in providing legal advice on housing, employment & corporate law issues.

UNITEDLEX, GURUGRAM, HARYANA, INDIA

Nov.'18 - Feb.'19

Role:

- Conducted document review and worked in the eDiscovery process by investigating significance & sensitivity of documents on relativity tool.
- Reviewed documents pertaining to International Litigation including contracts, attorney work product, etc.
- Responsible for maintaining project related trackers, updating them, and keeping the team updated on the same.
- Responsible for compliance reporting internal & external.
- Reading & vetting contracts including NDA.
- Performed research on relevant terms & regulations of the project.
- Functioned as a part of Quality Checks & Analysis Team.
- Handled a team of 10 people in coordination with the team leader and manager to look after the whole cycle of document review.
- *Bagged the trainee of the month award by showcasing excellent learning expertise.*

DISTRICT COURTS AND HIGH COURT OF DELHI, INDIA

June'15 - Sep.'17

Associate Lawyer and Research Assistant

Role:

- Spearheaded legal counseling of clients and rendered legal advice.
- Represented clients with senior lawyers in family law and negotiable instruments related cases.
- Collated & reviewed statutes, decisions & legal articles.
- Conducted extensive research work and finding case laws, corresponding with counsels and clients in relation to legal matters, etc.
- Maintained and sustained contact with Legal Professionals and Government Officials for initiating and follow-ups on legal procedures and finalizing various legal agreements / matters of constitutional & civil in nature.
- Provided case briefs to the Senior Counsel.
- Took dictations from the Senior Counsel.
- Appeared in Debt Recovery Tribunal.
- Managed, Researched and Prepared for various Seminars and Talks of the Senior Counsel.
- Translated the documents and speeches from English to Hindi and Vice-Versa.
- *Actively secured legal orders in favour of clients.*

Other Work Experiences:

City, University of London, London ■ Student Marketing Ambassador

Sep.'19 – Jan.'21

- Part of Marketing and Recruitment Events.
- Rendered support to the University staff to run various UG and PG events successfully.
- Led team of 5 people as a Team Leader in the University's online/virtual PG open evening.
- Contingency Team Leader for University's online/virtual PG open evening.
- Resolved admission and course related prospective students' queries.
- Offered guidance to prospective students about courses on various UG and PG open days.
- Oversaw student accommodation helpdesk with team members.
- Registered attendance on-site.
- Co-ordinated with the team and the staff members for running of the event.

Bright Network Virtual Internship ■ Commercial Law Intern

Jul.'20

- Conducted Review of Non-Disclosure Agreement.
- Researched & drafted report on key components of costs & benefits of arbitration and litigation.
- Rendered legal advice for planning the business restructuring & with due diligences, analysed the investigations made by various divisions and suggesting improvements to the management based on loopholes.

City Students' Union, City, University of London ■ Union Advice Volunteer

Jan.'20 - March'20

- Developed understanding about University's rules, regulations, and procedures such as Academic appeals, etc.
- Received training on Confidentiality and GDPR rules applicable in the UK/EU.
- Acquired knowledge of working and maintaining case records on Case Management System.
- Performed case studies to develop a thorough understanding of the work.
- Learned to give advice on various student related matters.

NGO-Being Social Ek Nayi Shuruaat, India ■ Volunteer	2016 - 2018
UnitedLex, Gurugram, India ■ Associate - Litigation Support Services	2013
BS Rana and Associates, Delhi High Court, New Delhi, India ■ Trainee	2013
Advocate Naina Kejriwal, Delhi High Court, New Delhi, India ■ Trainee	2011

CERTIFICATIONS

- Lexis Library Advanced Certification from LexisNexis
- Westlaw UK Basic and Advanced Certificate
- Certificate in Event Management from The British Council, India and British and Irish Modern Music Institute London/Lyrix Organix
- Advanced Certificate Course in Business Communication from British Council India

PUBLICATIONS AND ARTICLES

- ICC and Africa: a Neo-Colonial Tool? – Published in City Law Review Vol. II.
- Juvenile Crime in Society – Supreme Laws Today Journal in May'18.
- Worked on dissertation titled 'International System of Human Rights: A Study of its Effectiveness in Protecting Women's Rights' during LL.M – International Human Rights Law.
- Worked on dissertation paper titled 'Juvenile Delinquency' during B.A., LL.B(H).
- Worked on a research paper in college in IX semester on the topic 'Lok Adalat and its role in speedy justice'.
- Published event articles for the University's website.

ACADEMIC CREDENTIALS

LL.M. in International Human Rights ■ City, University of London, London, UK	2020
LL.M in Corporate, Banking and Insurance Laws ■ Amity Law School, Noida, India	2015
B.A., LL.B (H) ■ Guru Gobind Singh Indraprastha University, New Delhi, India	2013

Extra-Curricular Activities: Served as the Student Programme Representative and Student Legal Journalist at City, University of London, Selected to be in the mooting team in Senior Moot 2020 at City Law School, Participated in college Seminar and presented on the topic 'Impoverishment and Poverty' in 2012, Participated as a Court Master in 2nd RK Jain Memorial National Moot Court Competition in 2011.

IT Skills: MS Office.