

## Arohi Sharma

### Contact details:

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**Summary:** I am an experienced legal professional with a strong background in legal advisory and contract management. I worked as a Legal Executive at Regent Beers and Wines Limited, specializes in drafting, reviewing, and modifying legal documents and contracts, a proven track record in negotiating agreements and managing statutory compliance, including conducting due diligence for IPO. Previously, as an Associate Advocate at Raval and Raval Advocates, I assisted in case preparation, including drafting applications and replies for government and tax authorities, and represented clients in various dispute resolution mechanisms. My experience also encompasses trademark registrations and IPR, where I worked closely with company directors and senior management to navigate legal challenges. I am skilled in coordinating with vendors and managing contractual relationships, ensuring adherence to legal standards while fostering effective communication with stakeholders. My meticulous attention to detail and adaptability makes me a valuable asset in any legal team.

### Education:

- LL B (Hons) Indore Institute of Law, DAVV 2019
- B. Com, Shri Vaishnav Commerce College, DAVV 2016
- CS Executive - 2nd Group ICSI Attempted (ILGL Exempt) | 2020
- CS Executive - 1st Group ICSI Cleared | 2019
- CS Foundation ICSI Cleared | 2014

### Skills:

- Contract Management
- Negotiation
- Legal Research
- Due Diligence
- Company Laws.
- Contract and related laws.
- Tax and Securities Laws.
- Regulatory Compliance
- Client Coordination
- Dispute Resolution
- Intellectual Property Rights (IPR)
- Trademark Registration
- Court Filings
- Document Review
- Risk Assessment
- Compliance Auditing
- Strategic Planning
- Vendor Management
- Case Preparation
- Litigation Support
- Analytical Thinking

- Stakeholder Engagement
- Legal Writing

#### **Professional Experience:**

**Regent Beers and Wines Limited (Beer manufacturing Company)**

**Jun 2022 – Jun 2024**

**Legal Executive**

#### **Role and Responsibilities:**

- **Drafting, Reviewing, and Modifying Legal Documents:** Prepare and revise various legal documents and contractual instruments, ensuring clarity, accuracy, and compliance with applicable laws and regulations. Focused on agreements related to suppliers, transport, and other business transactions.
- **Correspondence with Government Authorities and Banks:** Facilitate communication with government bodies and banking institutions to obtain necessary approvals and clarifications related to contracts and compliance matters.
- **Meetings with Advocates:** Conduct discussions with legal counsel to negotiate contractual terms, assess the merits of cases, and develop effective case strategies for litigation or settlement negotiations.
- **Due Diligence and Statutory Compliance:** Oversee the due diligence process for IPOs, ensuring all contractual obligations are met and analyzing potential legal and business risks associated with contracts and agreements.
- **Management of Legal Notices and Compliance Records:** Draft and manage legal notices while maintaining meticulous records of licenses, compliance documents, and all litigation matters to ensure timely renewals and adherence to legal requirements.
- **Coordination with Vendors and Stakeholders:** Collaborate with vendors to negotiate terms and conditions of contracts, ensuring alignment with organizational objectives while fostering strong professional relationships.
- **Trademark and IPR Registration:** Assist in the preparation and submission of trademark and intellectual property rights registrations, working closely with senior management to safeguard the company's assets.
- **Support for Senior Management:** Act as a liaison between company directors and legal counsel to resolve legal issues, providing insights and recommendations to facilitate informed decision-making.

**High Court of Gujarat, Raval and Raval Advocates**

**Feb 2022 - Apr 2022**

**Associate Advocate**

**(Advocate standing counsel Union of India, Sr. Standing counsel Department of Income Tax, Sr. Standing Counsel Custom GST and Excise Department)**

#### **Role and Responsibilities:**

- Assisted in the preparation of applications, replies, and written arguments on behalf of government and tax authorities, ensuring that all documents were precise, well-structured, and compliant with legal standards.
- Contributed to the successful disposal of cases through various dispute resolution mechanisms, including mediation and Lok Adalat, by facilitating negotiations and assisting in formulating settlement agreements.
- My responsibilities included conducting thorough research on procedural laws such as the Code of Civil Procedure, Code of Criminal Procedure, and the Evidence Act, as well as substantive laws including the Indian Penal Code, Contract Act, Transfer of Property Act, Income Tax Act, and Companies Act, to support case preparation and strategy development.
- Managed communication and coordination with clients, keeping them informed of case progress and addressing their concerns throughout the legal process.

- Assisted senior attorneys during legal conferences by preparing materials, taking notes, and contributing to discussions, which enhanced the overall efficiency of case presentations. Additionally,
- I represented on behalf of senior counsel before the National Company Law Tribunal (NCLT) and the High Court, effectively communicating legal arguments and contributing to case proceedings.

**Jeevan Dhara, Indore (M.P)**

**Jan 2020 – Jun 2020**

**Accounting and Administration**

**Role and Responsibilities:**

- Responsible for preparing contracts between investors and the entity, ensuring that all terms were clearly defined and aligned with legal requirements.
- Sought and secured necessary approvals from local government authorities regarding the setup of the plant, facilitating compliance with regulatory standards.
- Additionally, I managed daily accounting and data management tasks, maintaining accurate financial records and ensuring the integrity of data.
- Followed up with field representatives to monitor project progress and address any issues that arose.