

**APURVA TOMAR****Enrol. No.:** D/8267/2020**E-mail:** apurvatomar51@gmail.com**Contact:** +91-8349749076**Resident of-** Jaipur, Rajasthan**CAREER OBJECTIVE**

Seeking a challenging position with a willingness to strive for Excellence with a dedicated and proactive approach to work in the legal arena of the corporate world I have keen interest in the areas like contract life cycle management corporate compliance and company advisory. To establish myself as Contract Specialist in the contract life cycle management while applying soft and hard skills including use of online platforms like DocuSign, Relativity, and Ironclad CLM. I aspire to achieve a progressive knowledge and channelize my hard-earned progressive qualities to their best use in this field.

**PROFILE SUMMARY**

To work in the field of contract drafting and life cycle management corporate legal as may be achieved by working in your eminent organization and serving the organization for development possessing skills such as document review, cost and risk management, contract management analyzing commercial contract extracting and pieces of legal and commercial information legal search database also the ability to operate and work as a team member and encourage maintain positive attitude contributing to team morale

**ACADEMICS**

- **LLM (Corporate Law )**, Renaissance University Indore (2022-2023)
- **BB.A., LL.B. (Hons.)**, ILS, ICFAI University, Dehradun (2015-20)
- **Class XII**, Tulicka Convent School, Percentage: 72.22%
- **Class X**, Tulicka Convent School, Percentage: 78.66%

**PROFESSIONAL EXPERIENCE****1. Genus Power Infrastructures Ltd., Jaipur****Legal Executive** | September 2022- Till date**Key responsibilities included –**

- Contract Management, Contract Administration including Compliance of projects
- Pre & post activities of Contract with Client including Solution Providers Contracts, Subcontractor & petty Contracts.
- Contract Reviewing, Drafting, Vetting, and Negotiation
- Ensure the Project Communication is managed effectively by offering support in responding to and documenting client correspondence on a daily basis, as well as for EOT and Claims related to projects.
- Identification of Cost & Risk assessment, change order, additional scope, Variation
- Maintaining Project Correspondence, Delay Analysis,
- Tracking and monitoring of all AMISP project records.
- Review and analysis of the Contrcats

**2. UNITEDLEX, Gurgaon (Haryana)****Associate** | Nov 2021- August, 2022.

**Scope of work includes –**

- Contract life-cycle management and metadata abstraction
- Contracts Review, Vetting, Abstraction
- Meet project timelines

**3. Amaresh & Amaresh Law Associates, Lajpat Nagra, Delhi Legal Associate** | August 2020 to October 2021.

**Key responsibilities included -**

- Drafting Petition, Bail Application and miscellaneous applications
- Present Commercial matters as well as Criminals Matters
- Researching, Contract drafting and Appearing in different Courts
- Company Compliance and company registration as well as 80 G registration of NGO
- Preparing Employment Agreement and other Service Agreement
- Handling Client and Arranging meetings

**ADDITIONAL EDUCATIONAL QUALIFICATIONS**

- Pursuing certified course of contract management by World Bank
- Diploma in Cyber Laws. GLC, Mumbai (2019-20)
- Certified with “Fastrack To Right To Information & Filing RTI”.
- Certified with “Online Legal Drafting & Research Course”

**INTERNSHIP EXPERIENCE**

- June 2019-July 2019, Internship at **Sr. Adv., Kushmondeya Shahi, High Court Allahabad.**
- May 2019-June 2019, Internship at **Naks and Partners (Advocates& Solicitors).**
- June 2018-July 2018, Online Internship at **LEGGE RHYTHMS**
- May 2018- June 2018, Internship at **Naks and Partners (Advocates& Solicitors).**
- June 2017-July 2017, Internship at **NGO Shri Krishna Gramotthan Samiti**
- May 2017 – June 2017, Internship, under **Sr.Adv.V.L Mathur High Court, Jaipur, Rajasthan.**
- May 2016 – June 2016, Internship under **Sr.Adv. Pankaj Saxena, High Court Gwalior, Madhya Pradesh.**

**PARTICIPATION & ACHIEVEMENTS**

S. No.	Year	Extra-curricular activity
1	2016-2017	<ul style="list-style-type: none"><li>• Active member of Moot court Committee of The ICFAI University, DEHRADUN 2016-17</li><li>• Active member of Legal aid of The ICFAI University, DEHRADUN</li><li>• Member of Organizing Committee of Legal Aid in The ICFAI University, DEHRADUN</li><li>• Organizer member of Moot court Committee of The ICFAI University, DEHRADUN</li><li>• Participated in PERSPECTIVE 2K16 held at organized by TRIBUNE EDUCATION FOUNDATION</li><li>• Participated in INTRA MUN at The ICFAI UNIVERSITY, DEHRADUN</li><li>• Participated in YOUHT PARLIAMENTARY DEBATE</li><li>• Participated in SWAMI VIVEKANAD DEBATE</li></ul>

2	2015-2016	<ul style="list-style-type: none"> <li>• Active member of Moot court Committee of The ICFAI University, DEHRADUN.</li> <li>• Participated in NATIONAL MUN AT JHANSI</li> <li>• Participated in INSPIRON held at THE ICFAI UNIVERSITY, DEHRADUN</li> <li>• Participated in NATIONAL MUN AT THE ICFAI UNIVERSITY, DEHRADUN.</li> <li>• Participated in Back-A-Thon initiated by Make A Difference (MAD)</li> <li>• Participated in national seminar, presented paper on juvenile justice.</li> </ul>
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