

Hitesh Mundhra

Skills

- Contract drafting and reviewing
- Corporate Advisory
- Document Filling
- E-Discovery
- Court Drafting and Pleading
- Litigation Support

Contact Information

Permanent Address:
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My objective is to work in an organization where I can develop and utilize my skills, knowledge and talent, while making a significant contribution to the success of the organization.

Career Objective -

Work History

Feb., 2019
to
June, 2021

Associate Advocate

Aarna Law LLP

❖ **Work Done:**

- Provided corporate legal advice and successfully represented clients in various transactions, including mergers & acquisitions;
- Drafted, evaluated, and negotiated commercial and business agreements like sale and purchase agreements, purchase and supply conditions, letters of intent, agency and distribution agreements, and various other licensing and commercial contracts on behalf of clients in their varying business areas;
- Performed due diligence as well as assisted clients in the various domestic and cross-border acquisitions and joint venture transactions;
- Worked with client's in-house counsels and management to develop various contract and strategies;
- Evaluated legality of client's business strategy;
- Advised clients against potential legal risks and violations;
- Provided pre-dispute advisory in various compliance contractual and insolvency related dispute;
- Assisted in the incorporation and winding up of a company & limited liability partnership;
- Performed due diligence and assisted in various FDI and FII transactions;
- Advised clients from a varied industry like automotive manufacturing, pharma, telemedicine, and others on their data privacy issues and drafted and reviewed the privacy policies and terms and conditions for their website and mobile application;
- Advised Resolution Professional and Liquidators on issues related to claim admission, corporate insolvency resolution process, resolution application, liquidation and such other areas of Insolvency and Bankruptcy Code, 2016 and successfully represented them before the adequate Adjudicating Authority; and
- Managing and protecting clients' intellectual property rights post their registration; and taking appropriate action to safeguard such rights from any violation.

❖ **Area of Law:**

- Company Law, Contract Law, Trademark Law, Copyright Law, Information Technology Law & Foreign Investments Laws.

Aug. 2018 **Associate**
to Thomson Reuters

Feb., 2019

❖ **Work Done:**

- Performing first-line review, quality check review, and final audit of substantive documents for litigation and redaction on document review platforms such as eDP and Relativity;
- Analyzing the legal issues in the document that might be the key for the case and made necessary redaction;
- Reviewed and coded documents for responsiveness, relevancy, confidentiality, issues, and privilege
- Worked tirelessly to meet clients deadlines, which meant working on odd hours as well as on many long weekends and holidays as well;
- Prepared privilege log, preserved attorney-client and work product privilege as per the Federal Rules of Civil Procedure;
- Assisted and identified legal sufficiency as a procurement activity.
- Review of commercial contract and performed abstraction based on various factors like the type of contract, parties, termination, renewal, and others;
- Guided new team members and examined the work performed, and providing feedback on improving the work quality; and
- Assisted in Regulatory Mapping and Compliance.

❖ **Area of Law:**

- Banking & Finance Law, Information Technology Laws & Federal Rule of Civil Procedure.

Internship Experience

Organization	Internship Period	Areas of Law
Jyoti Sagar Associates, Mumbai	Jul. – Aug., 2017	Banking & Finance Law, Capital Market Laws & Mergers & Acquisition Laws
Dua Associates, Bangalore	Apr. 2017	Banking & Finance Law, Capital Market Law, Contracts, Intellectual Property Rights & Company Law.
Sundar Swamy & Ramdas Advocate, Bangalore	Mar. 2017	Labour Law, Property Law, Media Law, Code of Civil Procedure, Money & Banking Law & Family Law
Khaitan & Co., Kolkata	Jul.. – Aug., 2016	Contracts Law, Company Law, Code of Civil Procedure, Alternative Dispute Resolution & Family Law.
Haranhalli Law Partners, Bangalore	Jul. – Aug., 2015	Labour Law, Property Law, Media Law, Code of Civil Procedure, Money & Banking Law & Family Law
Child Rights & You, vennai	Jul. – Aug., 2014	Labour Law, Code of Civil Procedure & Human Rights Law

Education

Program	Institution	Percent (%)	Year
B.A. LL.B	Ramaiah College of Law, Bangalore Affiliated to Karnataka State Law University, Hubli	54.30 (II Class)	2018
Std. XII CBSE	Sunbeam School, Lahartara, Varanasi	77.60	2013
Std. X CBSE	Sunbeam School, Lahartara, Varanasi	81.70	2011

DIPLOMA COURSES :

Program	Institution	Time Period
Media Law, Cyber Law & Right to Privacy	NLSIU (Bridge Course)	March, 2016
Law of Contracts	My Law.Net (RAINMAKER)	December, 2014 - March, 2015
Master of Financial Accountancy (TALLY)	MICRO TECK (Affiliated to IGNOU)	July, 2012 - December, 2012

Certifications

Apr. 2019: Admitted as an **Advocate** with Karnataka State Bar Council, Bengaluru

Additional Information

A. SEMINARS AND CONFERENCES

- a. Conducted a training session on Essentials of Contract Drafting which was organized by Achromic Point in Oct, 2019 and Jan, 2020
- b. Presented a Paper on "**Implementation of International Copyright Principle**" in the conference on securing cyberspace organized by NLSIU, Bangalore & Bishop Cotton, Women's Christian Law College on 13th May, 2018
- c. Presented a Paper on "**Individual Complaint Mechanism**" in the symposium on international law organized by the University of Mysore on 27th & 28th Mar., 2018
- d. Presented a Paper on the Two-Day national seminar on "**Constitutional Quest for Uniform Civil Code: Mirage or Compulsion**" organized by NLSIU & Ramaiah College of Law on 17th and 18th Mar., 2017.

- e. Attended the workshop on "**Mediation Clinic**" organized by Bangalore International Mediation Arbitration & Conciliation Centre in Dec., 2015
- f. Attended the workshop on "**Criminal Justice System in India**" organized by M. S. Ramaiah College of Law, Bangalore on 13th Sept., 2014.
- g. Attended the workshop on "**1st Magna Carta National Legal SEMINAR**" organized by M. S. Ramaiah College of Law, Bangalore on 17th Nov. 2012.

B. PAPER PUBLICATIONS:

- a. Collaborate for the research paper on "*Dispute Resolution in Mergers and Acquisition & Criminalization of Civil Dispute*" by Lexology GTDT.
- b. Assisted and researched for India's Chapter in the Chamber and Partners' "**Litigation Guide, 2021**".
- c. Published an article on "**Right to Privacy in the Dawn of Communication Information & Communication Technology - A Critical Review, 2015**".
- d. Runners-Up at **Lawctopus Summer Essay Writing Competition, 2014**

C. POSITIONS OF RESPONSIBILITY:

- a. Recipient of the **Business Law Fellowship Programme** at Ipleaders, 2018
- b. **NAAC** Student Co-ordinator of Ramaiah College of Law (2017-2018)
- c. **IQAC** Member of Ramaiah College of Law Internal Quality Assurance Cell, MSRCL (2017 onwards)
- d. **Founding Member** of Ramaiah College of Law ADR Society, MSRCL (2017 onwards)
- e. **Advisory Member** of Ramaiah College of Law Literary & Debating Society, MSRCL (2017-2018)
- f. **Teaching - cum - Research Assistant** for Mrs. Rhea Roy Mammen, Assistant Professor, Ramaiah College of Law (2015 - 2017)
- g. **Organized** Ramaiah IV 2, International Parliamentary Debate Competition; October, 2017
- h. **Student Co-ordinator** of Corporate Affairs and Outreach Cell (Internship), MSRCL (2013- 2017)
- i. **Co-Convener** of Ramaiah College of Law Literary & Debating Society, MSRCL (2016-2017)
- j. **Organized** GAIL India Vigilance Week Debate, 2016
- k. **Organized** Ramaiah IV National Parliamentary Debate Competition; September, 2016
- l. **Co-Convener** of 6th M. S. Ramaiah Memorial National Moot Court Competition; March, 2016
- m. **Volunteer** for 5th M. S. Ramaiah Memorial National Moot Court Competition; March, 2014

Self-Declaration:

I hereby **declare** that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.