**RAJIT ARORA**

Apartment-7, Dominick Street Apartments, 18-19 Upper Dominick Street, Galway, Ireland

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Linkedin: https://www.linkedin.com/in/rajitarora/

**Summary:**

Diligent legal assistant who displays the utmost level of professionalism and confidentiality. Follows directives and employs all necessary procedures to excel in critical situations. Willing to continue research and learn and implement new research techniques on how to improve the efficiency and efficacy of each case. Capable to handle a diverse range of legal personnel including clientele, associates, partners and legal secretaries.

**Highlights:**

* Document Control
* Case Management
* Calendar & Scheduling
* Daily Docket Reports
* Family law familiarity
* Critical Thinker
* Meticulous
* Efficient and Resourceful

**Education:**

**National University of Ireland, Galway (LLM General) - 2018-2019**

**Main Subjects:**

Business and Human Rights, European Human Rights, Advanced Legal Research and Method, Internet Regulation: International Trends and Topical Issues, Advanced Intellectual Property Law and Development, Legal Skills: Commercial Practice, Advocacy and Dispute Resolution

**IMS Law College, Noida, India (B.A, LLB) - 2012-2017**

**Main Subjects:**

Indian Penal Code, Civil Procedure Code, Family Law, Arbitration and Conciliation, Intellectual Property Law, Criminal Procedure Code, Property Law, Negotiation Instrument

**Internship: Gulshan Taneja and Associates, New Delhi, India September 2015-October 2015**

Assisting legal partner of the firm in documentation and legal research work

**Apeejay School, New Delhi, India 2000-2012**

**Main Subjects:**

Business Studies, Home Science, Accountancy, Economics, English, Social Sciences, Mathematics

**Work Experience:**

**Legal Counsel, Krishi Rasayan Pvt. Ltd., New Delhi, India May 2018-June 2018**

* Collected data to prepare documents for clients’ hearings
* Managed communication with courts regarding status of the cases
* Drafted various court documents, invoices and enclosures

**Junior Legal Associate, Dalip Kumar Chhabra & Associates, New Delhi, India. August 2017-March 2018**

* Independently dealt with cases related to negotiation instrument and family law
* Corresponded with client, security officials and attorneys on a daily basis
* Train new interns on office equipment and job duties
* Drafted legal complaints, miscellaneous applications and plaints
* Conducted client interviews and all client intake services

**Affiliations:** Bar Council of New Delhi, India (Member number- D/3498/2017) – **August 2017 – Present**

**Volunteering and Other Achievements:**

* Involved as a part time store staff at Pizza Cabin, Galway
* Appointed as student ambassador for law week fair at NUI, Galway
* Managed a departmental store as a part time in New Delhi, India
* Organized various social events in college which included awareness for law
* Received awards in various cooking events and competitions at school level
* Received multiple accolades for street play at school level