

HIMANK PURU

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OBJECTIVE

Committed to professional growth within the legal sphere through the pursuit of skill mastery and comprehensive legal acumens.

EDUCATION

LLB (Hons.) Bharati Vidyapeeth University, New Law College	Pune 2021- 2024
English Literature & Language (Hons.) St. Xavier's College	Ranchi 2018-2021
CBSE XII Sarala Birla Public School	Ranchi 2016
CBSE X Bridgeford School	Ranchi 2014

SKILLS

• Compliance • Regulatory Compliance and Governance • Compliance monitoring • Document Review • Research and Analysis
• Legal Writing and Drafting • Technology Proficiency • Effective Interpersonal skills • Time Management • Teamwork

EXPERIENCE

Legal Trainee

GRANT THORNTON BHARAT, NEW DELHI (02-2024-06-2024)

- Expertly managed client relations and requirements across both domestic and international markets, formulating customized operational checklists tailored to the distinct business frameworks of each client.
- Designed and executed comprehensive event sheets, Law Applicability Reports, and Compliance Obligation Reports, ensuring meticulous adherence to labor, corporate, tax, anti-money laundering, anti-terrorism, and information technology regulations.
- Scrutinized the compliance sheets pertaining to different areas of law such as Corporate Secretarial, Labor & Employment, Data Protection, Environmental, Occupational Health and Safety, Taxation, etc.

Legal Intern

HAMMURABI & SOLOMON PARTNERS, NEW DELHI (01-2024-01-2024)

- Conducted comprehensive research, provided interpretation and analysis of diverse statutes, and proficiently drafted legal agreements to ensure compliance and mitigate risks.
- Drafting of Affidavits & Counter Affidavits, Preparation of reply notices on behalf of FSSAI.
- Drafting of legal opinion, conducted various research on statutes for trial.

KHAITAN & KHAITAN, NEW DELHI (08/2023 – 08/2023)

- Worked on matters of regulatory compliance practice, consumer law, data protection, and product safety.
- Worked on matters of corporate compliance as well as manufacturing company's compliance. Creation of Compliance Checklist based on client business model.
- Composed and edited legal documents, reply to notices for Interglobe Aviation Ltd. (Indigo).

CENTRAL COALFIELDS LIMITED (A UNIT OF COAL INDIA) RANCHI (06/2023 – 07/2023)

- Worked on matters related to Industrial Disputes relating wages, compassionate appointments etc.
- Worked on environmental clearance and legal compliance related issues. Worked on and researched local laws pertaining to land acquisition for setting up industries.
- Prepared research notes on contract disputes between the corporation and its vendors.

VIDHI ASSOCIATES, RANCHI (01/2023 - 01/2023)

- Drafted Written Statements, Mediation Application, and Right to Information Application.
- Drafted Title Search Report and Execution Petition on behalf of Insurance and Banking Company.
- Researched on Consumer Protection Act, 1986, Chota Nagpur Tenancy Act, 1908, Insurance Act, 1938 and obtained Non-Encumbrance Certificate of the Property.

JHARKHAND STATE LEGAL SERVICES AUTHORITY (JHALSA) RANCHI (07/2022 – 07/2022)

- Intern as Student mediator and Researcher.
- Research about the role of NALSA.
- Actively took part in mediation cases.

EXTRA CURRICULAR ACTIVITIES

- Intra Trial Novices (Advocacy) 2022

INTERESTS

- Sports • Fitness • Community Involvement • Reading and Writing • Travelling