



**HARSHAL KAPADIYA**

142, Rukbhi palace, Gawade wada, near Akurdi Rly station Nigdi Pradhikaran, Pune. 📍

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## Objective

Aiming to achieve excellence in work along with self-improvement and to enhance my knowledge and maximize growth of the Organization.

## Experience

06/01/2021 -

06/07/2021

### **Ministry of Corporate Affairs, Roc, Pune**

Legal Trainee

Completed 6 Months training under MCA, Roc, Pune. During training period learned to Draft Notice, Complaints and petitions, assisted in Legal audit, prepared Inquiry Reports, examining the reports and supporting legal research work, Further performed various corporate compliance work.

13/08/2019 -

29/02/2020

### **Adv. Adhir Saraf and Associates**

Legal Assistant

WorkProfile:(In Brief)

- Assisted in Civil matter,
- Drafted Complaint Suit,
- Legal Research work,
- Conveyance work, and regular attended court matters.

21/02/2019 -

23/03/2019

### **Adv. Anoop Awasthi and Associates**

Legal Assistant

Work Profile: (In Brief)

- Assisted in Civil, & Criminal matter,
- Drafting notices, Suits, Complaint,
- Assisted in drafting Writ Petition (Habeas Corpus),
- Assisted in filing Writ Petition before Bombay High Court.

12/11/2018 -

30/12/2018

### **Leal crux Law Firm**

Legal Assistant

Work Profile: (In Brief)

- Assisted in Civil, Family & criminal matter,
- Drafted Notices under section 138, NI Act,
- Drafted Partnership Deed,
- Application made to Hon'ble Dist. Court Pune for Arrest Warrant.

## **Education**

<i>2007-2008</i>	<b>Seva Sadan Sec School</b> SSC 62.06%
<i>2009-2010</i>	<b>Seva Sadan Hr Sec School</b> HSC 60.04%
<i>2010-2013</i>	<b>Pune University</b> Bachelor of Commerce 55.33%
<i>2017-2020</i>	<b>Savitribai Phule Pune University</b> Bachelor of Law 69.05%
<i>2019-2020</i>	<b>Savitribai Phule Pune University</b> Diploma in Taxation Laws 72.05%

## **Skills**

- Knowledge of Outlook, MS-Office (Word, Excel, PowerPoint), ● Strong organizational and time management skills, ● Proficient, ● Self-motivate.

## **Language**

English, Marathi, Gujrati, Hindi

## **Co-Curricular Activities**

- Participate in "SIP" organised by Institute of Company Secretaries of India.
- Participate in International Conference on "Legal dimensions of Human Rights in the technological realm".
- Participate in 15 days Master class on "Corporate Laws" organised by Dr. Ram Manohar Lohia National Law University, Lucknow.
- Participate in national lecture series on "Intellectual Property Law's " organised by The ICFAI University, Dehradun.
- Participate in national lecture series on "The Consumer protection Act, 2019 rule and regulation organised by NLSIU, Bangalore.
- Participate in national lecture series on Labour Law reforms in India organised by Dr. Ram Manohar Lohia National Law University, Lucknow.
- Participate in one-day workshop "Pathways of Rights Based Advocacy in India" organised by University of Pune.
- Participate in one-day workshop 'Finding Harmony in a Relationship: A Challenge of Modern Life'.
- Participate in various cultural activities & fests of different colleges.
- Hospitality head of Cultural Forum during graduation.