

ADVOCATE KHORZAN IRANI

Curriculum vitae



Personal Information

FIRST NAME / SURNAME KHORZAN / IRANI
ADDRESS Bungalow No. 8, Nehru Marg, Ghorpuri, Pune - 411 001.
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EMAIL *advocate @ khorzan.com*

RELIGION Zoroastrian
DATE OF BIRTH 30th day of August, 1993.
GENDER Male

LICENSE NUMBER MAH/ 2932/ 2017 **DESIRED POST** **LEGAL ADVISOR**

Work Experience

DATES *March 2018 - PRESENT*
POSITION Advocate
EMPLOYER / ADDRESS Presently I provide a wide array of legal services which include but are not limited to the following:-

- Drafting & vetting various instruments / deeds / contracts / notices / etc. commonly used in the Real Estate realm;
- Supplying legal advice and risk analysis to my Client/s while they are in the midst of negotiations so as to drive them towards an informed decision;
- Overseeing entire operations of the Client/s to understand lacunas and to train employees in a legal sense so as to prevent unwarranted and unintentional accidents from being committed;
- Compiling and coordinating the entire registration process to ensure a smooth and seamless compliance with various legal provisions;
- Setting up statutory body within the organisation namely Internal Complaints Committee to ensure the workplace is safe;
- Preparing and briefing Advocates appointed by the organisation so as to help them stay one step ahead in Court;

- Carrying out research work on various topics of law so as to ensure that all instruments / deeds / contracts are upto date;
- Representing the organisation in front of stakeholders and potential clients of the organisation;
- Preparing and vetting various Litigation related drafts of Writ Petitions, Plaints, Written Statements, Appeals, etc.

PEOPLE I HAVE WORKED WITH *City Corporation Ltd | Burman Hospitality Pvt. Ltd.
Global Group | SRC Chemicals Pvt. Ltd.
Mohanlal Bishnoi Builders & Developers*

AREA OF PRACTICE *Real Estate, Banking & Succession Planning*

DATES *June 2017 - March 2018*
POSITION *Law Clerk Cum Research Assistant*
EMPLOYER / ADDRESS *(Presiding Judge) Justice Rohinton Fali Nariman/
Bungalow No.10, Krishna Menon Marg,
New Delhi-110 011.*



During the duration of my tenure I have been assigned and entrusted with the following set of tasks & responsibilities:

- Preparing brief summary of fresh admission matters;
- Preparing synopsis of regular hearing matters;
- Briefing the Hon'ble (Presiding) Judge on both admission as well as hearing matters;
- Sitting in the Court during the hearings of regular matters and noting down relevant arguments;
- Carrying out research work for assisting the Hon'ble (Presiding) Judge in preparation of draft judgments;
- Assisting the Hon'ble (Presiding) Judge to prepare speeches and academic papers;
- Performing any other tasks/work as directed by the Hon'ble (Presiding) Judge;

DATES *April 2017 - June 2017*
POSITION *Legal Trainee || Paralegal*
EMPLOYER / ADDRESS *Vakil's Associatessm / 4th Floor, Surya Towers, Sardar Patel
Road, Secunderabad, Telangana- 500 003.*

DATES February 2015 - March 2017
POSITION Legal Trainee || Paralegal
EMPLOYER / ADDRESS Khambatta & Associates / Office No. 116 in the 'B' Wing within the premises known as 'Parmar Chamber' at Sadhu Vaswani Chowk, Pune - 411 001.

Throughout my engagement, at Vakils Associated as well as Khambatta & Associates, I have been assigned and entrusted with the following set of tasks & responsibilities:

- Prepare and brief the senior counsels on fresh admission matters as well as regular hearing matters.
- Prepare and key in correspondence and legal documents, such as deeds, wills, affidavits and briefs, from handwritten copy and machine dictation using computers;
- Review & proofread, documents and correspondence, to ensure compliance with legal procedures and grammatical usage;
- Set up and maintain filing systems, utilising knowledge of legal records & procedures and frequently controlling confidential materials & documents;
- Open & distribute, regular & electronic, incoming mail & other material and co-ordinate the flow of information internally & with other departments or organisations;
- Determine and establish office procedures & routines;
- Supervise and train other staff in procedures & in the use of current software;
- Attend court, meetings or conferences to take notes, minutes and dictation.

TYPE OF BUSINESS Legal | Advocacy

Education and Training

DATES 2014-2017
QUALIFICATION AWARDED Legum Baccalaureus (Higher Second Class - 55.40%)
PRINCIPAL STUDIES Law
INSTITUTION Shri Shivaji Maratha Society's Law College (Affiliated to the Savitribai Phule Pune University)



DATES 2014-2016 (Distance Learning)
QUALIFICATION AWARDED Magister Artium (First Class - 62.00% + WES Recognised**)
PRINCIPAL STUDIES Management (Tourism Sector)
INSTITUTION Indira Gandhi National Open University
PROJECT REPORT Analytical Study of the Influence of Tourism on the City of Pune: Case study of Pune.



DATES 2011-2014 (External)
QUALIFICATION AWARDED Baccalaureus Commercii (Pass Class)
PRINCIPAL STUDIES Business Administration (Commerce)
INSTITUTION Savitribai Phule Pune University (Formerly University of Pune)



DATES 2009-2011
QUALIFICATION AWARDED Indian School Certificate (72.30%)
PRINCIPAL STUDIES Accounts, Commerce & Economics (Minor - Computer Science)
INSTITUTION The Bishop's School - Council for the Indian School Certificate Examinations



DATES 2007-2009
QUALIFICATION AWARDED Indian Certificate for Secondary Education (73.89%)
PRINCIPAL STUDIES IXth - Xth Grade (Major Science Minor Computer Science)
INSTITUTION The Bishop's School - Council for the Indian School Certificate Examinations



Skills and Competences

FLUENT LANGUAGE *English*
OTHER LANGUAGES Hindi & Marathi

SOCIAL SKILLS AND COMPETENCES Over the years, I have developed the following social skills and competences:

- I am capable of working as part of a team.
- I am able to address every assignment with a pragmatic approach.
- I possess the ability to adapt to multicultural environments, gained through my internship experience; national and international work experience.

- Good communication skills have been developed through my experience through my professional career in the legal field.

**ORGANISATIONAL SKILLS AND
COMPETENCES**

I am equipped with the following organisational skills and competences:

- A keen eye to details, which enables me to pay close attention to the assignment taken-up by myself.
- The ability to multi-task, which allows me to work, on multiple assignments at the same time without compromising quality.
- Analytical skills that aids me while I analyse a situation, and in turn, allows me to come forward with an efficient, rational and logical solution/s.
- Communications skills that allow me to understand, converse and debate with the rest of the team.
- The ability to be calm, as well as, patient while attempting to solve any given problem/s in a systematic manner.
- The ability to make tough decisions at the need of the hour.
- People skills that help me connect across all hierarchies in my work place i.e. with clients, higher authorities, peers and my subordinates.
- Team skills which allow me to adopt and function in diverse teams.
- My diverse abilities complement my ability to work independently including planning & executing activities with minimum supervision.

**COMPUTER SKILLS AND
COMPETENCES**

I am proficient in the following digital & intellectual softwares: Microsoft Office Suite, Apple iWork, Adobe Master Suite, Manupatra, Westlaw, All India Reporter Online and Supreme Court Cases Online. Possessing an ability to adapt at a rather rapid pace I am able, ready and willing to learn any software, as may be required from time to time.

**AWARDS, PRESENTATIONS
AND WRITTEN WORKS**

As a token of my achievements I have received a number of mementos:

- A "Participation Certificate" awarded for participating and representing Shri Shivaji Maratha Society's Law College at the "Justice P. B. Sawant Fourth National Moot Court

Competition, 2017" & for "Justice P. B. Sawant Third National Moot Court Competition, 2016".

- A "Certificate of Appreciation" from Mentor Together for being "An Outstanding Mentor in the Life-skills Mentorship Program 2016-2017".
- An award along with a trophy from "The Bombay Parsi Panchayat" for academic excellency, while enrolled with the Indian Secondary Certificate programme, in the Academic year 2009 - 2010.

I have conducted an elaborate presentation on "Wills & Testaments - Succession Laws in India" on behalf of *Vakils Associated* for the "Retired Indian Army Veterans" of the city of Hyderabad. Additionally, I have also conducted an exhaustive in-house seminar (exclusive to Partners & Associates) on the newly enacted Real Estate (Regulation and Development) Act, 2016. Currently authoring a book relating to Real Estate (Regulation and Development) Act, 2016.

VOLUNTEERING WORK

As a contribution to society I have rendered, several hours worth, free legal aid services to those from the lower strata of society. I have also volunteered over 150 hours with Mentor Together - a Non Governmental Organisation (No. 372/09-10). Whenever possible I also donate blood; i.e. under medical guidance.

ADDITIONAL INFORMATION

Since childhood I have always possessed the qualities of being curious, ambitious, diligent, attentive and occasionally an over achiever. In my spare hours, I enjoying indulging in various activities, outdoor as well as indoor, ranging from trekking, golfing, skiing, swimming, gymnastics, painting and sculpting, taekwondo, playing the violin, the piano, learning languages, investing in stocks and share, shooting, producing digital media, playing board games and reading about diverse topics.

IMPORTANT : This information is brought to you by Mr. Adv. Khorzan Irani. I (Mr. Adv. Khorzan Irani) certify that the statements made by me are true, complete and correct, to the best of my knowledge. I also certify that any documents provided in support of my application are authentic and accurate.