



Arhaan Kapoor

Internship Trainee

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Languages

- Hindi (Native)
- Gujarati (Native)
- French (Basic)
- English (Fluent)

About

Passionate about delivering exceptional service in retail, I excel in client assistance, styling, communication, relationship building and inventory management across various sectors from high street to luxury. Fluent in English, Hindi, Gujarati and French, I'm adept at dynamic customer engagement.

BRANDS WORKED WITH

- Birdsong Media Pvt Ltd, Mumbai
- The Confluence Studio, Mumbai

Experience

- Internship Student**
 | May 2023
- Crown Court, London | Jan 2006 - Jan 2023**
 Provided clerical support, addressing routine, and special requirements. Conducted legal research on complex criminal cases to assist the Crown Prosecution Service (CPS) in preparing for trials. Attended court hearings and observed criminal proceedings under the guidance of Judge Stephen Hopkins. Assisted in drafting legal documents, including case summaries, briefs, and submissions for ongoing criminal trials. Prepared witness statements and organized evidence for presentation during trial proceedings. Collaborated with CPS prosecutors, barristers, and law clerks to facilitate smooth case management and trial logistics. Participated in legal discussions and strategy meetings, contributing insights into trial preparation. Assisted in maintaining case files and updated
- Trainee Accountant**
 Birdsong Media Pvt Ltd, Mumbai | Aug 2021 - Apr 2022
 Researched and summarised legal precedents and statutes relevant to ongoing cases.
 Trainee Accountant
 Birdsong Media Pvt Ltd, Mumbai Interacted with clients and obtained cost and budget information to draft and manage accounts. Demonstrated commercial awareness and time management skills through work on budget and task organization. Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments. Processed payroll by validating work hours and attendance of employees. Reconciled company accounts for credit cards, employee expenses and commissions. Communicated with suppliers to reconcile invoice payments.
- Internship Student**
 The Confluence Studio, Mumbai | Aug 2020 - Aug 2021
 Reported back to instructor to receive day-to-day tasks and responsibilities. Provided clerical support, addressing routine and special requirements. Sorted, organised and maintained files. Interacted with customers by phone, email or in-person to provide information. Helped with administrative support by managing incoming calls, coordinating files and sorting mail. Liaised with clients to assess needs and responded to inquiries. Researched and reviewed information in support of daily objectives. Developed social media content for Twitter, Instagram and Facebook. Took meeting notes and compiled paperwork to support department.

Education & Training

- 2022 - 2024 ● **Kingston University**
International Law With Professional,

2020 - 2021 ● Podar International School

High School Diploma,