



VINAYAK NAIR
Advocate

Enrolment Number: MAH/3364/2015

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PERSONAL INFORMATION

Date of Birth: 4 March, 1992

Language known: English, Hindi, Marathi, Malayalam

Address: Flat No.3, Mantri Apartments, Ghole Road, Shivajinagar, Pune- 411004

EDUCATIONAL CREDENTIALS

LL.M. 2021

BVP New Law College, Pune

BA LL.B. 2015

D.E.S. Navalmal Firodia Law College, Pune, 55%

ISC BOARD 2010 – Class XII

The Bishops School (Junior College), Pune, 66%

ICSE BOARD 2008 – Class X

The Bishops School, Pune, 85%

OBJECTIVE

I want to work with an organisation which allows me to utilise my skill and knowledge in designation of Business Development Executive. My main objective is to become a Strong Asset of the organisation and work for the betterment of my future career, thereby making a win-win situation. Although my exposure has essentially been in the Litigation field i am open and willing to learn the nuances in any field.

WORK EXPERIENCE

NPCON BPO PRIVATE LIMITED, Pune

Period: 4th February 2022 – 03rd February 2023

Position: Legal Process Associate

- Working in the department of Research & Development (R & D)
- Annotating Contract drafts for and on behalf of Icertis (American IT Company)
- Filling up the tracker of the annotated documents in the Microsoft Excel
- Legal research and up to date knowledge for annotating the clients legal documents
- Annotating Legal Documents under ITPS & OOTB Obligations
- Highly Proficient in MS Office
- Experience in working with LPO / BPO teams

NOTE : Covet Pandemic 2020 -2021(Did Online LLM Course in this time)

NIKTE & NIKTE ADVOCATES, Pune

Period: 1st October 2019– 30th October 2020

Position: Junior Advocate

- Drafting of pleadings and handled various litigations before the Pune District courts, State/District Consumer Disputes Forums, National Company Law Tribunal, Appellate Tribunals, Family Court, Labour & Industrial Dispute Tribunal and National Green Tribunal (West Zone).
- Assisted and briefed Senior Advocates for cases before the Bombay High Court, District courts, National/State/District Consumer Disputes Forums, Tribunals including National Green Tribunal, National Company Law Tribunal, Appellate Tribunals and other forums.
- Personally approached and answered to all questions of the court regarding the present stages of the case.
- Research Work through citation and making case briefs.

ADVOCATE. UTTAM DATT, Delhi

Period: 15th February 2019 – 21st May 2019

Position: Junior Associate

- Drafting of pleadings and handled various litigations before the Delhi High Court, District courts, National/State/District Consumer Disputes Forums, Tribunals including National Green Tribunal, National Company Law Tribunal, Appellate Tribunals and other quasi-judicial authority in and around Delhi
- Assisted and briefed Senior Advocates for cases before the Delhi High Court, District courts, National/State/District Consumer Disputes Forums, Tribunals including National Green Tribunal, National Company Law Tribunal, Appellate Tribunals and other forums.
- Research work through citation and making case briefs.
- Making a strong hold on Annexures and List of Documents

**PKT & ASSOCIATES, Company Secretaries
Noida (Mr. Praveen Kumar Tiwary)**

Period: 17th July 2018 – 18th January 2019

Position: Apprenticeship Trainee

- Legal research work
- Work with clients regarding Minutes of the Meeting and Board Report.
- Research of Merger & Amalgamation, Takeover, Winding up of Companies.
- Making check lists for the requirements that need to be complied within Incorporation of a Public Company, Private Company, Fast Track Merger.

INTERNSHIP

- Adv. Pankaj Dhediya from **September 2015 to March 2016**
- Adv. Viraj Kakade from **June 2012 to August 2012**

ACADEMIC QUALIFICATION AND COURSES

- Company Secretary (ICSI) - Cleared Foundation and Executive Programme Examination
- Qualified in the All-India Bar Examination (AIBE), 2016
- Certificate Course on International Dispute Settlement (2021)
- Certificate Course on Mergers and Acquisitions (2021)

STRENGTHS

- Confident & Punctual
- Profound English Vocabulary skill
- Good communication and interpersonal skills
- Excellent managerial skills
- Quick learner
- Dependable and Trustworthy