

SHIKHAR RUSTAGI

HOUSE NO 591 SECTOR 4
URBAN ESTATE, GURGAON - 122001
Mob: +91 9971202598
Enrollment No: D/2476/2011
shikharkrustagi@gmail.com

OBJECTIVE:

I would like to utilize my earlier experience and knowledge in legal & banking industry by contributing to the improvement as well as progress of the company. I will be putting my best efforts in terms learning new techniques and methods that would be implemented in my tenure.

CAREER HISTORY:

Asst. Manager – Legal and Business Development, Sand Legal Services Pvt. Ltd., Dec 14 – Till Date

Responsible for making new business initiatives and proposals, promoting company's brand and attending various trade shows. Leading team of 5 people and achieving targets in time by properly delegating work to my team.

JOB PROFILE:

- Managing various categories of laws for various clients.
- Covering labour, commercial, EHS, corporate, tax compliances for various business verticals and clients.
- Preparing and drafting letters and documents for various clients. Eg. Employment Contract and Vendor Contracts.
- Auditing of factories and offices and other establishments for various clients periodically.
- Managing company's legal compliance procedures and practices.
- Establishing and executing legal and regulatory/statutory standards.
- Leading projects for compliance management and auditing client's offices and factories location.
- Preparing and reviewing manuals covering various aspects under statutory and regulatory laws.
- Working regularly on Legal Updates for clients on Indian and Foreign Legislation.
- Reviewing and updating existing compliance policy and practices.
- Executing company's compliance programs efficiently.

PREVIOUS EMPLOYER:

Andhra Bank, Asst. Manager, June '13 – December '14

Responsible for supervising the day to day running and operations of the bank, whilst at the same time creating a professional, helpful and customer friendly environment for staff to work in.

JOB PROFILE:

- Ensuring the smooth running of basic banking transactions.
- Looking after the short term and long term funding requirements of business clients and individual customers.
- Building relationships with high net worth individuals.
- Contributing towards policy making.
- Working closely with small and medium sized businesses.
- Managing and monitoring the performance of bank employees.
- Putting into effect new procedures and policies passed down from Head Office.
- Handling customer queries face to face, over the phone or via correspondence.
- Marketing new financial products or services.
- Representing the bank within the local community.
- Verifying customer data to detect and identify financial fraud.
- Opening new bank accounts for individuals and also companies.
- Giving Advances against Deposits and Gold.

Legal Executive, Sand Legal Services Pvt. Ltd., October '12 – May '13

- Managed company's legal compliance procedures and practices.
- Established and executed legal and regulatory standards.
- Preparing and updated existing compliance policy and practices.
- Executed company compliance programs efficiently.
- Audited factories and offices for various clients.

COMPUTER SKILLS:

- Good Typing skills of 65 wpm.
- Good researching skills.
- Good knowledge of management software and usage of tools.
- Plush hand on Microsoft office kit – MS Excel, MS Word, PowerPoint.

KEY SKILLS AND STRENGTHS:

- Good analytical and planning skills.
- Good accuracy and attention to details.
- Excellent problem analysis.
- Excellent judgment according to situation.
- Excellent Communication Skills.

ACADEMIC QUALIFICATIONS:

Honored as BA.LLb (Hons.) from University Institute of Law and Management Studies, MD University (2006-2011) – 62.2%

ACHIEVEMENT/AWARDS:

- Headed my college in the intra university event held by UPES, Dehradun on 2011.
- Headed and won the Best Group Presentation for Gen X Banking in Induction Program in my previous Organization.

PERSONAL INFORMATION:

Fathers Name:	Sh. Anil Kumar Rustagi
DOB:	22 Jan 1988
Martial Status:	Married
Permanent Address:	H. No: 591 Sector 4, Gurgaon.
Interests:	Travelling, Driving.

I look forward to working and gaining from your organization during my tenure in your organization.

SHIKHAR RUSTAGI