

CURRICULUM VITAE

ARUNDHATI SAWANT - PHADTARE

(B.S.L LL.B LL.M.)

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Cell:

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Seeking a challenging position to utilize my educational background and skills in law, outstanding communication skills and capability of performing legal and administrative task for the improvement of organizational activities and legal procedures which will aid company in meeting its milestones also enhancing my personal and professional growth within it.

❖ **Worked with : MINDCREST INDIA PVT LTD. PUNE.**

Designation : Senior Attorney Associate.

Duration : August 2011 to November 2015.

Job Profile :

- Administered different projects with their respective teams.
- Worked as Senior Attorney Associate on different Litigation Document Review Projects.
- Worked on Contract Management Projects, Contract Abstraction, Rereviewing of Contracts, Drafting, Redlining, Review and Negotiate Documents, MSA, Confidentiality Agreements.
- Providing Case summary, Document summary.
- Worked on Legal Content Outsourcing Services.
- Worked as Quality Checker on different Projects.

- Handled Administrative work efficiently.

❖ **Worked with : APJ LEGAL FIRM PUNE.**

Designation : Advocate

Duration : August 2016 to November 2017.

Job Profile : Handling Civil and Criminal Matters.

- To prepare suits, written statements, objections, complaints for court filings. Experience in research, drafting and pleading in both civil and criminal matters.
- Assisted in trials u/s 138 of Negotiable Instrument Act and other criminal trials.
- Drafting, vetting and finalizing of various types of pleadings including written statements, Evidence affidavits, written notes of arguments and other court documents.
- Drafting legal and statutory notices. Drafting of appropriate replies to the variety of notices.
- To assist senior advocates of the firm in court cases.
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❖ **PARWANI ASSOCIATES.**

Designation : Advocate

Duration : December 2017 to March 2018.

Job Profile : Drafting and Conveyancing.

- To scrutinize and verify the property documents and prepare legal opinions, Complaints.
- To draft contracts and agreements related to real estate such as Sale Deed, Agreement to Sell, Deed of Assignment, Power of Attorney, Indemnity Bond, Mortgage Deed, Joint Venture Agreements, MOU's, Joint Development Agreements and other related documents.
- Gift Deeds, Development Agreements, and Transfer Agreements, Leave and License Agreement.

S r. n o	Faculty	School/ College	Name of Board/University	Class	Grade	Year
1	LLM	Y.C law College Pune	Pune University	First Class.(With SPECIALIZATION IN ADMINISTRATIVE LAW AND BUSINESS LAW)	61.75%	July 2011
2	BSL	Ismailsaheb Mulla Law College Satara.	Shivaji University	Second Class	Ist Year 62.67%	June 2005
3	LL.B	Ismailsaheb Mulla Law College Satara	Shivaji University		IInd Year 66.83%	June 2006
					IIIrd Year 54.13%	June 2007
					IVth Year 54.40%	June 2008
					Vth Year 57.10%	June 2009
4	HSC	Y.C.I.S Satara	Kolhapur Board	First Class	64.17%	June 2004
5	SSC	Nirmala Convent High School Satara	Kolhapur Board	Distinction	76.53%	June 2002

- Hard work with perseverance.
- Worked well independently or as a part of team & able to meet deadlines.
- Well organized & highly efficient working in multinational environment.
- Possess excellent communication & inter-personal skills.

- Quick learner motivated & dedicated in getting the job rightly done.



- Obtained **SHIVAJI UNIVERSITY MERIT SCHOLARSHIP** in BSL. LL.B (2006-2007)
- Obtained Best Team and Best Speaker Award in Paper Presentation Competition organized by Bharti Vidyapeeth's New Law College, Kolhapur.(2008-2009).
- Secured 3rd position in Maiden National Post Graduate Moot Court Competition -2010 organized by Department of Law University of Pune, Pune in Jan 2010.
- Participated in Legal Service Training organized by Satara District Legal Service Pradhikaran, Satara on 17/1/2009.
- Attended First All India Shivaji University Moot Court Competition organized by Shivaji University, Kolhapur.



COURSE	INSTITUTE	GRADE/CLASS	YEAR
MSCIT	Maharashtra State Board of Technical Education, Mumbai.	80% (Distinction)	July 2007.
Diploma in Cyber Law.Post Graduate Program in Cyber Law	Asian School of Cyber Laws. The Government Law College, Mumbai.	70% (Distinction)	Jan 2009 June 2009
Diploma in Journalism & Mass Communication.	Yashwantrao Chavan Open University, Nashik.	51% (Second Class)	May 2008



- **Date of Birth:** 30/06/1986.
- **Marital status:** Married.
- **Hobbies:** Cooking, Listening music.
- **Languages Known:** Marathi, English, Hindi.
- **Domicile:** Maharashtra.
- **Permanent Address:** H-19, Near Ishanya Mall, Shastrinagar, Pune.



I hereby declare that the information furnished above is true to the best of my knowledge.
Place - Pune.

Date -

(Arundhati Sawant -Phadtare)