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NEHA KHAN

LEGAL MANAGER- HDFC BANK LTD

EDUCATION

MASTER OF BUSINESS ADMINISTRATIVE (M.B.A) IN HUMAN RESOURCES

DISTANCE MODE

Madurai Khamraj University ,Madurai TN | 2015/16 - 2017 | 72 %

BACHELOR OF LEGISLATIVE LAW (L.L.B.)

REGULAR-FULL TIME

Vikram University, Ujjain MP | 2010/11 - 2014 | 60 %

MASTER OF ECONOMICS (M.A.)

PRIVATE MODE

D. A.V.V. Indore University, Indore MP | 2010/11 - 2012 | 60 %

BACHELOR OF COMMERCE (B.COM)

REGULAR-FULL TIME

D. A.V.V. Indore University, Indore MP | 2007/08 - 2010 | 60 %

INTERMEDIATE- (XII)

REGULAR-FULL TIME (10+2)

M.P Board- Aditya Birla Group School, Nagda MP | 2007 | 82 %

HIGH SCHOOL- (X)

REGULAR-FULL TIME

M.P Board- Aditya Birla Group School, Nagda MP | 2005 | 84 %

CERTIFICATIONS

CERTIFIED OF CREDIT SKILLS OF BANKER CERTIFICATE -SME LENDING | 2021

Moody's Analytics, Globally Recognised Credit
Certification | Cleared in first attempt

REGISTERED AS AN ADVOCATE UNDER THE
ADVOCATES ACT, 1961 STATE BAR COUNCIL
OF MADHYA PRADESH | 2015

PROFILE

Results-oriented Legal Professional with 7 + years of sterling experience as a corporate legal professional & legal practitioner routinely handling legal affairs and litigation matters; currently spearheading efforts with HDFC BANK LTD as “Legal Manager” in Legal & Secretarial Department.

WORK EXPERIENCE

FEB 2022- PRESENT

LEGAL MANAGER- HDFC BANK LTD

LEGAL & SECRETARIAL DEPARTMENT -AHMEDABAD (GJ)

- To carry out title verification of working capital finance, Mortgage loan for SME business as Industrial, Residential, Commercial/Property
- To interact closely with other functions such as Sales/Credit/ Operations and lawyers on a day to basis to carry out smooth daily work.
- To provide a legal view on referred cases pertains to loan Mortgage by business and credit team.
- Drafting and Vetting of various legal instruments

DECEMBER 2018 - JAN 2022

LEGAL CREDIT MANAGER- HDFC BANK LTD

RETAIL AGRICULTURE CREDIT - BHOPAL (M.P.)

- Carried out Title Verification of Agricultural & Urban land cases, charge /Mortgage reinstatement, and provide legal opinions.
- Extensively visited Revenue and other government departments with regards to legal compliances & Charge creation of the entire M.P state.
- Vendor management – Check the quality, TAT, payment of bill, Empanelment & discontinuation, etc.
- Provide legal assistance to Risk Intelligence & Control Department regarding Channel wise fraud /learning /malpractice matrix being followed.
- Additionally, supported credit team to Underwrite cases for Kishan credit card, Tractor, and sustainable Livelihood initiative product.

LEGAL INTERNSHIP

CHAMBER'S OF PATHAK AND ASSOCIATION
(MR Kuldep Pathak)

High Court Madhya Pradesh, Bench at Indore
July 2013 - June 2014

ACHIEVEMENT AND AWARD

- Awarded 2 times as "Silver Star Award" for best Performer In HDFC Bank Ltd.
- Internal Central Policy Amendments for Town and County Planning (TNCP) in HDFC Bank Ltd
- Representation is given on behalf of the HDFC bank and Getting the order passed from Commissioner land record, Bhopal for "Charge initiation "via Digitalization mode.
- Awarded 2 nd position in "SYAHI " competition "Story Writing"for two years In HDFC Bank Ltd.
- Exceptional performer incentive awarded in Suzlon Gujrat wind Park Limited.

BEYOND CURRICULUM

- N.C.C (A, B &C Certificate with 'A' Grading.)
- Senior Diploma Certificate in Indian Classical Music vocal.
- Attended Republic Day Parade camp, Guard Of honor & Awarded with best Rifle Shooter.
- Represented Youth Exchange Programmed Conducted at Vietnam & Thailand.

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FEB 2016- NOV 2018

EXECUTIVE -SUZLON GUJARAT WIND PARK LIMITED

LEGAL & LAND DEPARTMENT - UJJAIN (M.P.)

- Scrutiny of sale deed and agreement to sell pertaining to land procurement and carrying out preliminary due diligence of Private, Revenue, and forest land by visiting site/location for 300MW project in M.P. state.
- Drafted and Vetted sale deed, Agreement to sale, Land development agreement with developer /contractors, and other legal instruments.
- Executed sale deed on behalf of the company through the power of attorney before the sub-registrar's office and ensure to get Mutation and diversion.
- Visited Revenue other government departments with regards to legal issues and compliances
- Court visited at regular intervals in civil/criminal /cess commercial matter before Hon'ble High court Indore and various court/ tribunal and coordinate with the external lawyer and Government official
- Maintained in-house record of legal documents.

JUNE 2015 - JAN 2016

LEGAL TRAINEE- KSHEMA POWER & INFRASTRUCTURE PRIVATE LIMITED

LAND ACQUISITION AND LEGAL DEPARTMENT - RATLAM (M.P.)

- Contributed complete legal documentation support in preparing legal notes, briefs, appeals, contracts, and deeds/documents in property matters and other documents like blade consent, Crop compensation, Right of Way, Easement right matter.
- Analyzed legal provisions and provided pertinent advice to the management to ensure compliance with legal provisions and avoid inadvertent violations and related penalties.
- Handled Litigation and Petitions & Followed up with the legal consultants of the pending cases pertaining to land and presented legal evidence on behalf of the company.
- Due diligence of all documents, verification, and report preparation of the land survey.
- Coordinated with the Gamesha Renewable Pvt. Ltd. regarding handing over the files and compliances and maintained In-house records.

JUNE 2014 - MAY 2015

LEGAL ASSOCIATE-CHAMBER OF PATHAK & ASSOCIATION

HIGH COURT MADHYA PRADESH, BENCH AT INDORE

- Assisted senior in matters relating to service law, education matters, election petitions, civil appeals, misc. criminal appeals, taxation, and corporate litigation.
- Drafted Applications, Affidavits, Chamber Summons, Notice of Motions, Replies, various appeals and writ petitions, and various other documents.
- Attended important conferences with clients and researched on case laws relating to property law, corporate petitions, securities, and insurance pertaining to various litigations
- Researched in the areas of service and family matters in various appeals and writ petitions.
- Filled with the petition on the behalf of the Firm in various courts