

RESUME

Darpita Shah Patel

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OBJECTIVE

A motivated and result driven professional, seeking an opportunity for the profile of Legal Manager in a reputed organization, wherein my analytical skills and legal knowledge will enhance the growth of the organization. I would work on own initiative and also as part of team to assist and excel in meeting the legal needs of business through continuous learning, practice and developing my skills.

WORK EXPERIENCE

August 19, 2015 – present; ICICI Bank Ltd., Ahmedabad, Gujarat

Designation- Manager (Legal)

Company profile – ICICI Bank is an Indian multinational banking and financial service company. ICICI Bank is one of the four big banks of India. It offers a wide range of banking products and financial services for corporate and retail customer.

Job Description –

- ❑ Briefing and assisting empanelled Advocates for initiating proceedings against the defaulters of diverse products before various courts and tribunals like Debt Recovery Tribunal, Ahmedabad, civil courts, criminal courts. Making available all sort of legal assistance for filing Original Applications, Commercial and Civil Suits as well as Complaints under Sec 138 of NI Act and section 25 of payment and settlement Act.
- ❑ Appearing in Consumer Complaints filed against ICICI Bank Limited and its Senior Management in Consumer District Redressal commission of various districts across Gujarat Region and Management of cases under appeal before Hon'ble State Commission, Gujarat.
- ❑ Drafting replies in Consumer Complaints after conducting detailed research of the root cause that led the customer raise such Consumer Complaint.
- ❑ Making available all sort of legal assistance for filing Civil Suits as well as Complaints under Sec 138 of NI Act to Debt Service Management Group of ICICI Bank Limited against defaulters of various products and also handling cases filed against such Debt Managers in various courts including consumer courts, criminal courts etc.
- ❑ Providing legal guidance to SARFAESI team for initiating action under SARFAESI Act.

Drafting and vetting reply to objection taken by borrowers under SARFAESI Act as well as Settlement letter/release deeds. Providing all sort of assistance to lawyer in defending SA filed by the borrowers.

- ❑ Handling corporate issues of Business Lending Group (BLG Group), drafting of MOE, IOM, and Constructive Delivery Agreements and efficiently drafting various other documents and agreements as well as providing legal advice to BLG Group for all issues faced by them while advancing loans to customers.
- ❑ Providing legal opinion on day to day queries arise at Branch and other business teams.
- ❑ Managing and maintaining database of handling cases on various softwares.
- ❑ Additionally, Job Profile includes negotiating with lawyers for professional fees payable for handling any particular case, catering DSMG Group for conducting (Pre and Post) National Lok Adalat's at various locations, empanelment of Lawyers and Counsels for handling cases on behalf of ICICI Bank Limited, successfully carrying the reporting tasks including MIS's on every month to Central Teams and Senior Management.
- ❑ Assigning TSR activities for revalidation to lawyers for audit purpose.
- ❑ Undertaking such other duties / responsibilities as may be assigned from time to time.

June 20, 2014- January 19, 2015; Genpact (MNC), Gurgaon (Delhi- NCR)

Designation – Business Analyst (Legal)

Company profile- Genpact is a multinational business process outsourcing and information technology Service Company. Earlier it was a business unit within General Electric (GE) but later on became an independent company, serves functions such as finance and procurement, financial and accounting servicing, compliance and regulatory affairs, claims and industrial assets management.

Job Description:

- ❑ Legal Research & Analysis; Case Law Research, Statutory Research, Legal Analysis and Summary Drafting and fact based research as per client requirement.
- ❑ Monitoring regulatory compliance in the areas such as Anti money laundering compliance, KYC compliance and suspicious Activity Reporting and IPR.
- ❑ Tracking legislations globally as well as specifically for the US (50 states plus Federal).
- ❑ Analysis for the various Companies to mark out its business and future growth for the business relationship purpose.
- ❑ Vetting and Redlining of agreements and contracts.

March, 2013 – June13, 2014; Legalistic Solutions India Limited, NOIDA (Delhi – NCR)

Designation – Asst. Manager

Company Profile - A Company is the Legal consultancy firm comprising of highly skilled, experienced and multidisciplinary team of professionals. It has a broad base in India and caters Real Estate players and start up companies in India to develop their business by helping them with their legal work (prior Negotiations to post Litigation).

Job Description:

- ☐ Commercial discussion with vendor including cost negotiation
- ☐ Drafting and Managing various Commercial & Corporate Agreements/Contracts such as NDA, Service Partnership Agreement, Distribution Agreement, HR related agreements; Employee Offer Letter, Appointment Letter, Employee Handbook, HR Consultancy Agreement, Third party Pay Roll Agreement, Software Developing Agreement, Contractor Agreement, Developer Agreement, Lease Agreement, website User Agreement, Privacy Policy, Copyright policy etc;
- ☐ Coordination with Finance, Legal, Project management and Functional team
- ☐ Providing Litigation Support in terms of drafting notices, complaints, suits, reviewing supportive documents;
- ☐ Formulating Legal Opinions for potential and current clients
- ☐ Performing due diligence
- ☐ Responsible for delivery of clear & actionable legal remedy, depending on the type of project requests received;
- ☐ Conducting legal research on Legal search engine tool such as Manupatra/LexisNexis;
- ☐ Interacting and Liaising with clients/attorney
- ☐ Assisting in matters related trademark, copyright.

Jan 2011- Feb 2013, Doshi Associates, Delhi (Law firm)

Designation – Assistant Lawyer

Company Profile - A legal firm specialising in handling matters related to Real Estate laws, Mercantile laws, consumers etc.

Job Description:

- ☐ Assisted seniors in litigation (Supreme Court, High Court, District Courts, Consumer Forums and Regulatory Authorities)
- ☐ Executed several cases regarding dishonor cheques, suit for recovery, summary suits, eviction petition, consumer related cases, land related cases etc.
- ☐ Documented and researched the relevant evidence, case laws etc.
- ☐ Liaised with clients and maintained all the necessary documentation.

June 2010- November 2010; Khurana & Company; New Delhi (Law Firm)

Designation – Assistant Lawyer

Company Profile: It is a Delhi based law firm providing a variety of legal services in various domains.

Job Description:

- ☐ Researched and evaluated impact and applicability of laws, regulations and legislation within the purview of matters;
- ☐ Researched issues related to mergers- demergers, acquisition, arbitration, SEBI's rules & regulations, NSDEX, employment agreements, share warrant, directors of companies, insurance etc;

- ☐ Provided and assisted for necessary legal proceedings to the seniors associated with several clients; and
- ☐ Provided on-demand documents related to lawsuit.

Education and Qualifications

2009-2011	LL.M.Kurukshetra University (Distance Learning)
2005-2008	LL.B, ISL Law College Ghaziabad, Meerut University
2002-2005	Bachelor in Commerce (Pass), Dyal Singh College, University of Delhi.
2001-2002	S.S.L.N.T.Guj.Se.Sec.School, (CBSE) New Delhi
1999-2000	S.S.L.N.T.Guj.Se.Sec.School, (CBSE) New Delhi

Additional Information

- ☐ Diploma in Office Management from YMCA, New Delhi in 2005.

Languages

- ☐ Fluent in spoken and written English, Hindi, Gujarati.

Computer Skills And Competency:

- ☐ Proficient in MS office – Word, Excel, Power point etc.
- ☐ Excellent web-browsing and internet research skills for finding judgments etc.
- ☐ Detail oriented with excellent customer service and negotiating skills.

Internships and Training

Name of the Organization	Duration	Training/Assignment
SUMAN KHAITAN & PARTNERS	Two months From Feb 2009 to Apr 2009	Worked with the Corporate Group (Under Mr. Sameer Sagar) Research based projects & documents preparation on companies' related issues & matters

SINGHANIA & CO.	One month From Jan 2008 to Feb 2008	Worked with the IPR Group (Under Mr. Vikas Saraswat). Research based projects and documents preparation on IP matters.
DSA PARTNERS	Ten weeks From Feb 2007 to Apr 2007	Worked with the Corporate Legal Group (Under Mrs. Suniti Kaur) Research based projects and documents preparation
Doshi Associates	Sep 2006 to Nov 2006	Involved in litigation included various matters in District Court, Consumer Forums.

References

☐ Available on request.

Darpita Shah

Date