

Khyati S. Baviskar

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Mobile No. :- +91 8000136993

Address :- 40/309, Gujarat Housing Board

Khokhara, Ahmedabad

Gujarat- 380026

Work Experience& Job Responsibility :-

 **Tea Post Private Limited -Ahmedabad**

(Jan-2020 to June-2022)

 **Designation: Legal Executive**


- Manage & Co-ordinate with legal head and involving with clients meeting.
- Handling Confidential information with professionalism and Discretion.
- Drafting, Written Statement, Application an Complaint
- Keep updates of Changes in laws, rules and regulations
- Keep track and ensure advance preparation for the matter
- Review ongoing cases and advice management accordingly.
- Liaise with relevant departments to ensure that where legal risks have been identified
- Preparing the agreements like sale agreement, leave and license agreement, Franchise Agreement.
- Maintain FSSAI license data, expiry and renew it.
- Maintaining Trademark Data with attorney and check details on websites.
- Checking the food standards of all packaging material.
- Registration of 'Dastavej' of property, taking client appointment and schedule it.

 **Practiced in Court, Ahmedabad**


(April-2018 to Jan-2020)

 **Worked as a Admin in Finance Company, Ahmedabad (Duration – 8 months)**


Education Qualification:-

 **L.L.M (2017 to 2019)**

School of Law College, Ahmedabad **Percentage : 52.4 %**

 **L.L.B (2015 - 2017)**

Daulatbhai Trivedi Law College, Ahmedabad **Percentage:- 60%**

 **B.com (2012 – 2014)**

K.KA shastri Commerce College, Ahmedabad **Percentage:- 66%**

Skills: -

- ✓ Software : - MS-Office.
- ✓ Operating systems : - Win XP, Win 7, Win 8
- ✓ Personnel : - Creative, Logical, Problem solving ability, Quick learner, Co-operative

Achievement: -

- Got a Gold Medal in T.Y B.COM (1st Rank in Business Law).

Personal Details: -

| | | | |
|----------------|-------------------------------|--------|-------------|
| Father's name | : - Ketanbhai Jankiram Borse | Age | : - 29 |
| Date of Birth | : - 12 th Jan 1994 | Gender | : - Female |
| Place of Birth | : - Ahmedabad, Gujarat | | |
| Marital Status | : - Married | | |
| Nationality | : - Indian | | |
| Religion | : - Hindu | Caste | : - General |

Languages known : -

| | | | |
|---------|----------|-------|---------|
| English | Gujarati | Hindi | Marathi |
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Declaration: -

I hereby declare that all the information provided above are true and correct to best of my knowledge and belief.

Place – Ahmedabad

Khyati S Baviskar