



## **Jaleen Johnson**

Flat No. 159 Samachar  
Apartments, Mayur Vihar  
Phase-1 Extension Delhi  
Pin Code : 110091

**Mob:** 0091 9562946187

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### **Objective.**

A legally sound professional with over 12yrs & more of varied expertise in the fields of Litigation, Documentation, Administration, Government Liasoning, as Inhouse Counsel looking for a challenging position in **Legal Department** of the Companies in strengthening Legal, Corporate areas.

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### **Professional Strength.**

Focussed, time-bound individual with strong leadership qualities, managerial skills, computer, literate. Hands on-expertise..... **Corporate Laws, Criminal, Civil, Arbitration, Consumer, Contract, Govt. Liasoning, Employees Relation & Compliance, Labour Laws, Negotiating, Verification & Legal Advice**

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### **Professional Experience.**

2003-2005 -- Junior Counsel To Government Pleader Kerala India.  
2005 - 2009 -- Independent Practicing Lawyer, Legal Consultant Of Various Companies in India & abroad.  
2009 – 2017 – Legal & Admin Manager Dubai. UAE. (Oct, 2009-Mar, 2017)  
2017-2022 – Legal Consultant Of Joyalukkas Ltd, Bank Of Baroda, Hire Purchase & NBFC etc.  
2022 -2023 Legal Consultant Of Kitex Group Kochi, (Apr, 2022-Aug, 2023)  
2023 August - Associate At Marar & Iyer Law Firm Mayur Vihar Phase 1. Delhi.

### **Duties Performed.**

- .. Coordinating with various govt departments for the smooth functioning of the company.
- .. Regular Interactions with various internal heads and employees.
- .. Draft, modify and review contracts for the business segment.
- .. Evaluate and determine appropriate legal course of action to meet business segment's needs.
- .. Compliances under various Labour Laws
- .. Compliances under Factories Act, Shops Act and other relevant statutes.
- .. Legal consultation to organizations in a corporate level.
- .. Draft notices, legal replies and letters etc. as required from time to time

- .. Analysing/ interpreting legal provisions and providing pertinent advice to the management to ensure compliance with legal provisions and avoid inadvertent violations and related penalties.
  - .. Extending appropriate suggestions based on emerging regulations & legal issues.
  - ..Initiating and contesting litigations wherever needed and pursuing the matters through empanelled counsels to facilitate logical conclusions.
  - ..Contributing complete legal documentation support in preparing legal notes, briefs, pleadings, appeals, contracts, and deeds/documents.
  - .. Draft, verify and vetting of documents, title deeds for the purpose of registrations.
  - .. Conduct research on relevant matters and draft various legal documents as required
  - .. Participating in negotiation meetings to look after legal aspects while concluding contracts.
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### **Academic Qualification.**

LL.B - Ernakulam Govt Law College, M.G.University Kottayam, Kerala India. (2003)  
Pre Degree – St. Thomas College Thrissur, University Of Calicut. Calicut Kerala India (1997)  
High School completed from Indian School.U.A.E (1994)

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### **Personal Details.**

Date of Birth: 26<sup>th</sup> August 1978  
Marital Status - Married  
Languages Known : English,Hindi,Tamil,Malayalam,French.  
Interests : Travelling and exploring new cultures.

### **Reference.**

Sajeev Koshy-Mob: 9497879822 (Director - Kitex Ltd)  
Renjith.B.Marar-Mob: 9811605797 (Senior Lawyer)

All the information stated above is true to the best of my knowledge and belief

DELHI

JALEEN JOHNSON