

SHEEBA KHAN

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Professional Summary

Highly skilled & result oriented legal professional having rich & insightful industry experience of 7.5+ years.

Work Experience

Freelance (Contract Specialist)

(January 2023- Present)

- Drafting standard templates such as vendor agreements, letter of appointments, agreement to lease, lease deeds, master service agreements, service agreements, non-disclosure and confidentiality agreements and memorandum of understanding.
- Drafting legal and business process flow, standard operating procedure and basic compliance for a Company's new vertical.
- Drafting various addendums and amendments.
- Reviewing property documents and preparing due diligence concerns.

DTwelve Spaces Private Limited (*Stanza Living*)

(March 2020- December 2022)

Designation- Legal Counsel

- Drafting, reviewing and redlining of agreements such as lease deeds, leave and license agreements, kitchen lease deeds, master service agreements, service agreements, accommodation facility agreements, operation and management agreements, B2B agreements, non-disclosure and confidentiality agreements and memorandum of understanding (*both binding and non-binding*).
- Drafting, reviewing and redlining of rectification deeds, attornment deed/adherence deed, deed of confirmation, addendums, amendments, power of attorney and no-objection certificates.
- Drafting, reviewing and redlining of term sheets, agreement to lease/license, letter of intent, kitchen agreement to lease, mitigation documents, fact sheets and approval emails.
- Drafting and reviewing various standard templates such as service agreement, kitchen agreement to lease, kitchen lease deed and operational and management agreement.
- Actively negotiating on various legal and business clauses in the agreements with the opposite party.
- Drafting and reviewing legal notices, termination notices, handover intimation letters, force majeure notices, rent waiver extension letters, rent free period extension letters and mutual termination notices.
- Reviewing property documents and preparing due diligence concerns.
- Coordinating with the local attorney for due diligence report, stamp duty and registration charges and registration process of the agreements.
- Review of various contracts and support and advice stakeholders on contractual, legal and commercial issues.
- Miscellaneous Responsibilities- legal research, trackers, sending weekly report on the registered/handed over/dropped properties, and development of contract repository.

Dwarka Dass and Company

(September 2019- February 2020)

For- OYO Hotels and Homes Private Limited (OYO)

Designation-Legal Consultant

- Worked in 3 different verticals of OYO (*OYO Workspaces, OYO Life and OYO Homes*) and gained in depth legal and business knowledge.
- Drafted, reviewed and redlined service agreements, master service agreements, lease agreements (*based on letter of intent*), leave and license agreements (*based on letter of intent*), non-disclosure agreements, membership agreements, memorandum of understanding, letter of intent, letter of understanding, deed of assignment, addendums, marketing alliance agreement, letter of alliance, amendments, right to use agreements, and extension agreements.
- Assisted in negotiations on the agreements with the opposite party on various business and legal clauses.
- Drafted various agreements based on the commercials provided by the business team.
- Drafted and reviewed various standard templates such as experience pass membership agreement (*OYO Workspaces*), memorandum of understanding (*non-binding*), mutual termination letter, protest letter (*section 126 Electricity Act, 2013*) and business communication mail template to be sent to the property owners.
- Drafted and reviewed various legal recovery notice, drafted money recovery notice, drafted termination Notice, drafted legal mails to the landlord and vetted complaint under section 138 Negotiable Instruments Act, 1881.
- Miscellaneous responsibilities -legal research work, drafted online terms and conditions for OYO workspaces website (*commercial and legal both*), Prepared standard operating procedure (*Legal*) and frequently asked questions for training the business team, handled OYO Workspaces legal email ID, responding to sales team legal queries, coordinating and sending documents to the external law firms for due diligence and preparing presentation on working of legal department for the sales team/business team.

Kunwar and Associates, New Delhi

(Aug 2016 – Aug 2019)

Designation – Legal Associate

- Drafted and reviewed various agreements such as lease agreements, addendums, service agreements, non-disclosure agreements, rent agreements, sale deed, power of attorney and wills.
- Drafted special leave petitions (*civil/criminal*) filed before the hon'ble Supreme Court of India and writ petitions (*Civil/Criminal*) before the hon'ble Delhi High Court.
- Drafted various civil suits and written statements/ written submissions, legal notices, anticipatory bail applications, bail applications, parole applications and suspension of sentence applications.
- Legal and case law research on various propositions using online portal "Manupatra" and "SCC online".
- Appeared and attended proceedings before the hon'ble Supreme Court of India, hon'ble Delhi High Court and various other District Courts across Delhi including different forums.

Academic Credentials

Symbiosis Law School, Noida- 3.336/4 (CGPA)
Certificate Course on Legal Research (*Rainmaker*)-70%

2015
2013

The Mothers International School, New Delhi: 12th - 81.8%
The Mothers International School, New Delhi: 10th - 63.4%

2010
2008

Academic Achievements- Obtained 4/4 Grade Point in Subjects- Sociology, History-I, English (*advanced*), History- II, Political Science- I, Law of Contracts, Economics, Constitutional Law-I, Constitutional Law-II, Political Science-III, Public Administration, Environmental Law, Company Law-I, Code of Criminal Procedure-II, Public International Law, Code of Civil Procedure and Limitation Act- I, Intellectual Property Law, Law of Evidence, Civil Procedure Code and Limitation Act-II.

August 2015- July 2016 – Attended coaching for Judicial Service Examination