

POONAM ASHOK SHINDE
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Profile Overview

- Over 5 years' experience in Court practice and 4 years' experience in corporate legal Total 9
- Currently working with Kotak Mahindra Bank as an Junior Associate.
- Academic Qualification: L.L.M. (Business Law)

Professional Experience

Kotak Mahindra Bank **Junior Associate**

March 2023 to till date

Kotak Mahindra Bank is renowned Banking company, its Head office is in Mumbai. and it branches all over India.

Work Profile.

1. Tracing DRT, Sarfaesi, Arbitration, Execution proceeding, Cases of Seton 138 of the N I Act, Private Complaints
2. Handel cases against Bank
3. Drafting LRN Notice, Demand notice, police complaint and other legal drafts
4. Handel NCLT cases & Consumer cases file against Banks
5. Review of Lone documents, compliance, Scrutiny & audit.
6. Maintain MIS, prepare monthly and quarterly reports
7. Take Proper steps in duration of Cases get it done from Advocate
8. Maintain cases status by following up with the external advocate
9. Data management & review of legal matters

Tribaan Realtors **Assistant Manager - Legal & HR**

Nov 2021 to Feb 2023

Tribaan Realtors is Real Estate Company. Its head office at Gurugram, Haryana.

Work Profile

1. Track all litigation, and criminal cases, and maintain MIS, Prepare monthly and quarterly reports.
2. Drafting and sending notices u/s 138 of the N.I. Act and file cases on behalf of the Company.
3. Review documents and provide legal advice in existing court cases.
4. Review the progress of outstanding litigation and coordinate with external lawyers.
5. Review and draft first contracts, agreements, notices, notice replies, and internal policies.
6. Review the title and title search report of the property.
7. Advising the company on matters that need attention and steps to meet legal compliance.
8. Assist in forming, implementing, or amending company policies and statutory compliance

Cholamandalam Insurance Company

June 2019 to Nov 2021

Sr. Officer - Claims

Cholamandalam is a renowned General Insurance company; its head office is at Chennai and it branches all over India.

Work Profile

1. To handle and monitor legal matter of Western Maharashtra.
2. Maintain cases status by following up with the external advocate and investigator.
3. Data management & review of legal matters.

4. Take Proper steps in duration of Cases get it done from Advocate
5. Finding case laws.
6. Drafting Written Statements.
7. Go to courts for give evidence on behalf of the company.
8. To handle and data manage of consumer claims of pan Maharashtra.
9. Settle the claims in Lok adalat. (No: of cases 125)

IRP Associates Law Firm

Jan 2014 to May 2019

Jr. Advocate

1. Appear before Nashik District Court and Court subordinate thereto, such as Chief Judicial Magistrate Courts, Civil Judge Senior Division Court,
2. Appear before the Motor Accident Claim Tribunal, Labour & Industrial Court, Consumer Forum, Revenue Courts, Co-operative Court, and Arbitration Tribunal.
3. Prepare a title search title reports, drafting a mortgage deed.
4. Drafting legal notice, matrimonial petitions, and Civil Suits and consumer complaints.
5. To prepare the file of DRT and also to know the filing of section 14 of the Sarfaesi Act before DM
6. Drafting MOU, Live & License,
7. Kept case file up to date
8. Finding case laws
9. Review the cases & make notes
10. Client's counseling.
11. Negotiation & mediation between disputed parties.

ACADEMIC HIGHLIGHTS

- ♦ L.L.M from Swami Ramanand Teerth Marathwada University with 66.84% - 2018
- ♦ Bachelor of Law (L.L.B) from Pune University with 50% - 2011
- ♦ Diploma of Labour Law & Labour Welfare from Pune University with 54% - 2012
- ♦ M.A from Pune University with 63% - 2009
- ♦ B.A. from Pune University with 55% - 2007
- ♦ H.S.C from Maharashtra State Board with 58.50% - 2001
- ♦ S.S.C from Maharashtra State Board with 49.46% - 1999

SKILLS

- ♦ Advance Excel
- ♦ Counseling
- ♦ Negotiation
- ♦ MIS reports

MOOT COURT AND SEMINARS

- Participation in the Late Justice P. B. Gajendragadar Memorial Inter- Collegiate Annual Moot Court Competition.
- Participation in Advocate D. T. Jaibhave Memorial State Level Moot Trial & Judgment Writing Competition.
- Attended District Level Seminar on „Woman and Law’.
- Attended State Level Seminar on “New Trend in Media – Internet and Advertisement”.
- Attended One Day State Level Seminar on “Recent Trends and Challenges Before Legal Education”.
- Participated in One Day District Level Workshop on “Medico-Legal Aspect of The Pre-Conception & Pre-Natal Diagnostic Techniques (Regulation and Prevention of Misuse Act, 1994”.

EXTRACURRICULAR ACTIVITIES

- ♦ Perform a Drama in “Jeevan Utsav’ which is organizing by Universal Academy under the information & Broadcasting Ministry, Government of India.
- ♦ Write an article on “Homosexuality in India” in college Magazine “Nav Justice’.
- ♦ Write an article on “Human Trafficking: is human being commodity?” in College Magazine “Nav Justice”

PERSONAL DETAILS

Name : Poonam Ashok Shinde.
Address (Present) : Flat no 4 Shri Upasana Building, Behind Arun Blu, S.B.Patil Road,Ravet,Pune 412101
Address (Permanent) : Flat No.6 Laxmikamal Residency, Khutwad Nagar, Nashik – 422008.
Marital Status : Unmarried
Languages Known : English, Hindi & Marathi
Hobby : Reading Books and Magazine, cooking, dancing, dress designing.

DECLARATION

I confirm that the above-mentioned information is true to the best of my knowledge and belief.

Poonam Shinde

