

Aishwarya Rajendra Patil

Legal Assistant



7 Years 6 Months



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@gmail.com



Profile Summary

knowledgeable and genuine Attorney with expertise in HR and IR in the manufacturing engineering sector. Extremely well-organized, adept at handling legal issues, trial preparation, document review, and legal interpretation. adroit at handling the complexity of the judicial system, underset, and a strong leader. capable of managing legal concerns under crisis.



Education

LLB, 2019

Savitribai Phule Pune University

B.Com, 2016

Savitribai Phule Pune University

12th, 2013

Maharashtra,
English

10th, 2011

Maharashtra,
English



Work Experience

Dec 2021 - Present

Legal Assistant

At Client Location at Cummins India Ltd

Professional and efficient lawyer with good ethics and skills handling HR functions independently. Currently supports in Litigation and HR related functions as disciplinary actions, domestic enquires, communications or notices, drafting of litigation matters, Factory related letters to DISH/ Labor Office, Statutory Compliances, Contractual employees management, etc. Actively involved in Employee welfare and engagement activities also. Good command on litigation matters as worked in DRT for 3 years previously. Independent, responsible and hardworking in nature.



Key skills

- Legal Drafting
- Legal Compliance
- Human Resource Management
- Corporate HR
- Industrial Relations
- Statutory Compliance
- Contract Labor Management
- Legal Assistance
- Litigation
- Communication
- Drafting of Suits
- Legal Notices
- HR Ass
- Administration
- Legal Compliances
- Labor grievances
- Microsoft Office
- MS Excel
- Power Point Presentation



Personal Information

City **Pune**

Country **India**



Hobbies

- Reading Books
- Listening Songs



Languages

- Marathi
- Hindi
- English



Social links

www.linkedin.com/in/adv-aishwarya-rajendra-patil

Dec 2018 - May 2021

Junior Advocate

Law firm of Adv. Ashok G. Tamboli

- Drafted legal documents such as suits and documentation for cases
- Assisted in DRT matters, providing valuable support
- Conducted e-search and prepared search and title reports in an efficient manner

Oct 2016 - Nov 2018

Back Office Assistant

Purdes Radiology Pvt. Ltd.

??? Involved in Assigning the cases of the scans like CT, MRI's through online with the help of software. ??? Functioned across Maharashtra through tele-radiology. ??? Provided administrative and technological support for the teleradiology department by sending radiologic images over WAN and LAN between centers and to radiologists.

May 2015 - Nov 2015

Telecaller

India Infoline Pvt. Ltd.

Calling and explanation of Bharati Axa Plans of insurance.



Projects

123 Days

Legal Compliance

Lex-school an educational institution situated at Hyderabad conducted an online certified course of legal compliance in 2019. Legal compliance requires to develop, implement, maintain, and monitor the compliance activities of an organization. Legal compliance professionals need to ensure that each department of an organization follows all applicable laws and regulations. Legal compliance managers are responsible for compliance audits and examinations, the dissemination and analysis of new or revised laws and regulations, research on compliance issues, compliance training, and their organizations' overall compliance policies and procedures.



Certification

- Corporate and Legal compliance



BIRTHDATE

Birth Date

16th September 1995

