



# APURVA SHAH

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## Summary

Result- oriented, self-starter, motivated professional with good experience in the field of Labour, Secretarial Compliance, Corporate Governance, Data Privacy, Legal Drafting and Research.

## Experience

### Athenahealth Technology Pvt. Limited

Nov 28, 2021 - Till Date

Paralegal Associate

#### Labour Compliance

- Working with vendors regarding CLRA, Shop & Establishments, Amendments, Surrenders of any registration specifically with labour law
- Working with HRE and Finance team to collect evidence and getting update the Simpliance Tool on monthly, quarterly , half-yearly and yearly basis such as ER-1 Return, POSH returns, PF, Display Compliances, Remittance, Registration, license and Return
- Update & research on Labour Code

#### Secretarial Compliance

- Circulating and maintaining Repository of Board Meeting, CSR, AGM, Circular Resolution documents and Statutory Registers
- Filing of various forms such as Annual Declarations, MSME, CSR-2, DPT-3, etc.
- Validating paper works shared by outside Counsel
- Co-ordinating with various Stakeholders for quarterly Agenda
- Authorized to sign and issue notices for convening meetings of the board and its committees, general meetings and notices for passing circular resolutions of the Board
- Co-ordinating with PWC and GNW Legal Teams for any update/ amendment in Company Law
- Working with KPK team for paper works
- Research or any amendment as respect to Company law
- Assisted in Merger activities and Post amalgamation

#### Corporate

- Drafting and reviewing and NDA's, MSA, Addendums, amendment, AML
- Working on companies policies such as code of conduct, Posh policies, etc.
- Working on Data Privacy Laws.
- Enrolled for membership with iapp for CIPP Certification
- Preparing FAQs for HRE, Talent Acquisitions, HRBP, Total Rewards, Corpys

#### POSH

- Volunteering as role of Scribe for all POSH proceedings in the core team

#### Other Activities

- Member of athenaScholars Review -Committee
- VPE Excom member of Athenahealth Toastmasters club

### Electronica Finance Limited

Jul 19, 2021 - Nov 20, 2021

Senior Legal Officer

- Drafting Sec 13/2, 13/4 Notices, Loan Recall Notice, Demand Notice, Pre-sale Notice, Police Complaint, Reply to the Customers, Empanelment Letter
- Handling PAN India Legal MIS on daily basis
- Co-ordinating with all the Advocates for the upcoming matters
- Maintaining and processing all Advocates/Vendors Bills
- Arranging all the documents which required for new litigation- Sec9, EP, Sec 138, Arbitration
- Handling team and taking follow-up with them

-Handling a legal project with MIS that which cases have been filed PAN India till date and collecting the original documents from the advocates and current Legal status of the case  
-Visiting to the Branch offices to check the legal status

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**Legasis Services Pvt. Limited****Dec 28, 2020 - Feb 24, 2021****Legal Associate Trainee- 2 months Contract**

- Research to accommodate compliance as per client requirements
- Preparation of Manuals for Consent to Establish, Consent to Operate Orders, Environment Clearance, NOCs issued by Competent Authorities for the client, etc.
- Created manual for compliances using Microsoft Excel and Google Sheets to upload on 'Legatrix Software'
- Preparation of Road Mapping as per client requirements
- Uploading Due Dates on Legatrix Software for legal updates to the clients
- Taking exports of the Legislations from Central Data Base Access for preparation of Tasklist
- Monitoring Legatrix Software at company.
- Using Compliance, Contract, License and Litigation module on Legatrix Tool
- Communicating with clients as per their compliance requirement

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**AGPS & Co.****Apr 15, 2019 - Nov 30, 2019****Legal Associate**

- Contract Review
- Negotiation
- Legal Documentation
- Regulatory Compliance
- Secretarial Compliance
- Drafting Legal Notices and Legal Applications

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**Skoda Auto India Pvt. Limited****July 03, 2019 - Dec 31, 2019****Legal Intern****Legal Cases**

- Update and maintenance of MIS legal notices
- Drafting and sending interim reply to the said legal notice
- Coordination with area sales manager, area service manager and regional manager for gathering details regarding the legal notices
- Briefing the details to advocate for drafting the final reply
- Translation and processing of legal notices of regional language
- Documentation and filing of all the details received from the concerned area managers and regional managers
- Support closure of internal/external audit

**Consumer Cases**

- Regularization and maintenance of MIS of consumer case.
- Updating Hazirho alerts
- Updating consumer cases next date of hearing and status through search engines like Confonet and Ecourt Services
- Coordination with respective advocates for upcoming cases

**Secretarial Compliance**

- Managing company secretarial functions and responsibilities

**Legatrix**

- Monitoring of all legal compliances through compliance tool

**Environment Management System**

- Monitoring EMS compliance at plant level
- Communicating Environmental updates to concerned department

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**Education****Vishwakarma University**

Masters in Law  
2022-2023 — **Appeared for Final Exam**

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**Institute of Risk Management**

Enterprise Risk Management - Level 1 Certified  
2022-2023 — **Certified**

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**M P Law College, Aurangabad (BAMU)**

Bachelor of Legislative Law (L.L.B)  
May 2019 — **2nd Division**

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**M P Law College, Aurangabad (BAMU)**

Bachelor of Social Legislation  
Apr 2017 — **2nd Division**

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**Maharashtra State Board**

HSC  
May 2014 — **78.00%**

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**Institute of Company Secretaries of India**

CS Foundation  
Feb 2014 — **Passed**

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***Progressive English High School***

S.S.C

Jun 2012 — 75.45%

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***Core  
Competencies***

Labour Compliance  
Secretarial Compliance  
Legal Drafting and Research

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***Technical  
Skills***

- MS Word, PowerPoint and Excel
- TAT

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***Language***

English , Hindi, Gujrati , Marathi

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***Interests***

- Dancing
  - Cooking
  - Playing Badminton
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