

QUALIFICATION

	Year	%
MBA (HR)-YCMOU	20-22	85
MA (English)-YCMOU	18-20	80
LL.M (HR)-Shivaji Uni.	16-18	61
CS (Professional L:1)	15-16	50
M.com YCMOU	14-16	62
LL.B. ILS Law College	13-16	59
B.com Shivaji Uni.	10-13	77
WPD M. Computers	08-09	81

EXPERIENCE

♠ GGC, Pune	(Legal Manager)Apr24-till now
♠ S C S Pvt. Ltd. Pune	(Head Legal & HRM)Oct22-Mar 24
♠ Humsafar Trust, Pune	(Project Manager) (Legal)May21-Sept22
♠ Skoda Auto Volkswagen, Pune	(Officer Tax)(Legal)July18- July21
♠ Kolhapur District Court	(Legal Freelancer)Aug16-July18
♠ GDA Trusteeship Ltd. Pune.	(Mgt. Trainee)(Legal)Nov15-Apr16
♠ Ozone Technology, Kolhapur	(CR Manager)June10-Apr13



Legal /Non-litigation & Litigation work:

(1)Drafting Agreement (domestic & international): Product/Service Agreement,MOU,Vender,MSA,NDA,RFP,advertising,dealership,distribution, Letter of intend/Consent/Engagement, confidentiality, Lease & License & pre during/post sales related agreement. Contractual work of Client/customer/Consultant/Contractor/Supplier/Vocational/third-party/ manufacturing/service providing companies. Abstraction, review, vetting, negotiation, regulatory mapping, researching, recording, MOM, etc. Procurement, Recruitment, Job Contract drafting & start to end working.

(2)Litigation work: Drafting reply of notices, case, claim, recovery, refunds, appeal attending hearing, briefing documentation, and reviewing. Tax, FTP, Consumer, Civil, criminal, ADR, NI 138 & Police work. Legal tracker maintenance. Acted as debenture trustee & Security trustee and drafted Debenture Trust Agreement, Deed of Hypothecation, Mortgage, Adherence.

Secretarial & Finance:

(3)Drafting notice, agenda, minutes, resolution& conduct meetings such a GM/BM/AGM etc. Alteration of MOA, AOA. Compliance work of SEBI, LODR, SE, ROC. Issue & redemption of debenture, filling ERP & secretarial forms.

(4)Risk Management : Contingent liability, Budget Planning, PO, shopping cart, invoicing, billing, provision, TIS, MIS work for German & Czech Republic country. Presentation preparation & delivering.

HR/CSR Work:

(5)Drafting HR policy. JD, Letter such as, offer, appointment, confirmation, promotion, increment, releasing, Experience letter, issuing warning, show case notice, termination. Implementation rule and regulation. Conduct training session for employee to bring inclusiveness on Transgender Act, Women's safety, Personal with disability Act, POSH, labour / employee's laws etc.

(6)Compliance : Banking audit, coordinate with funders by quarterly report submission. Legal & contract documentation work of NGO, fund raising, proposal writing, social media promotion, KYC & on boarding work.

Liaisoning :

(7)Legal consultancy / Auditor: Deloitte, PWC, EY, LKS, Walker Chandio & Co LLP (GT), DMD Associates, Economics Law Practice, P.N. Writer C.B. Thakkar, R. B. Sharma, B.M. Sharma, and Patankar.

(8)Clients: Drafted for L&T housing, L&T Fincorp, Fullerton, Avanse, Bajaj Finance, Shakti Finance.

(9)In-house: Co-ordinate with Finance, Admin, production dept. to accelerate the speed of any task, and also report to CEO/Director/National & International Headquarters on daily basis.

INTERSHIP (Total 6 months)

- ♠ **Adroit Pvt Ltd :** Oct, 2015
- ♠ **ILS Law College, NAAC:** Aug, 2015
- ♠ **Popular Automobiles Hero:** July,2015
- ♠ **Adv. Anand Patava :** June 2015
- ♠ **B.C. Palarecha & Associates** May, 2014
- ♠ **Adv. Ajay V. Patel** Sept, 2013