Adv. Tanoosha Paul ****

W/o Adv. Ainer Myloth

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# Career Objective

To obtain a position in reputed companies where my skills in research, communications and a passion for a law can be utilized to its maximum.

**Academic Background**

* Currently pursuing **Master of Business Administration with specialization in Human Resource Management** from Madurai Kamaraj University.
* Cochin University of Science and Technology - **Master of Laws with Specialization in Commercial Law and Consumer Law - 2010 - 2012 - 70 %**
* Calicut University - **Bachelor of Laws - 2004 – 2010 - 65 %**
* Kerala State Higher Secondary Board - **Sacred Hearts Higher Secondary School , Thrissur. Stream – Commerce 2001-2003 - 78 %**

**Employment Details**

HR Manager - **Safa Systems and Solutions – currently working**

HR & Legal Manager – **Suvan Technology Solutions India Pvt Ltd – December 2015- June 15**

Legal Officer – **Law Office of Thomas. V. Allen (U.S Law Firm) - March 2015 – Oct 2015**

Belverdia Legal LLP **– Legal Administrator – June 2014 – February 2015**

Junior Advocate - **Munsiff Court, Chalakudy- February 2010 – August 2011**

**Professional Experience**

1. Company Name – **Suvan Technology Solutions India Pvt Ltd.**

Job Title – **HR & Legal Manager**

Time Period – **Dec 2015 – May 2017**

HR MANAGER – Current Responsibilities

* Updating job requirements and job descriptions for all positions.
* Recruitment and staffing.
* Conducting orientation and training programs.
* Implementing pay structure revisions.
* Preparing, updating, and recommending human resource policies and procedures.
* Maintaining past and current records of employees.
* Performance appraisals and salary payrolls.

LEGAL MANAGER- Current Responsibilities

* Verifying the legal documents of the company during purchase.
* Drafting legal matters and contracts on behalf of the company.
* Representation and assisting legal counsels for preparing documents to be submitted before the concerned legal authority.

1. Company Name – **Law office of Thomas. V. Allen ( U.S Law Firm)**

Job Title **– Legal Support Officer**

Time Period – **March 2015 – Oct 2015**

Job Description

* Preparing the letters and Forms for U.S non - immigrants to be submitted before the U.S Department of Home Land Security as a part of Visa process.
* Oversee the completion of all relevant visa and immigration documents and ensure that they are received within the time limit set by the U.S government.
* Ensuring the information provided by the client is accurate and correct, preparing and checking all legal documents
* Assisting the clients to obtain Visas, Green cards and other documentation required.
* Took complete responsibilities of all Immigration issues and operations, remaining up to date with any changes to legislation.

**3.** Company Name – **Belverdia Legal LLP**

Job Title – **Legal Administrator**

Time Period – **March 2014 – February 2015**

Job Description -

* Provided administrative assistance to legal staff in a law office.
* Managed schedules for trials and hearings.
* Coordinated appointments and meetings.
* Conducted meetings, teleconference, WebEx meetings and video conferences with the foreign clients.
* Coordinated with customers, external counsel and other vendors to obtain and exchange information and documentation related to legal matters.
* Prepared legal correspondence and presentations.
* Assisted Senior lawyer in drafting complex cases.
* Done legal Research mainly in Indian Constitutional Law, Company law, Indian Contract Law, Administrative Law, Arbitration and Conciliation law, Land Laws, Panchayat and Municipality laws, Criminal Law. Represented cases with senior counsel before the Hon'ble High Court of Kerala.

**4**. Company Name – **Adv.Saji Rapheal & Associates**

Job Title – **Junior Lawyer**

Time Period – **February 2010 – August 2011**

Job Description -

* Drafted different legal documents like - Affidavits, Agreements, Power of Attorneys, Legal opinions of Banks and Insurance companies.
* Provided assistance for developing Case Studies
* Participated in civil trials and Commissions of property related matters.
* Analyzed the factual cases using legal precedents.
* Prepared legal documents that need to be submitted with the court to initiate legal proceedings.

**Achievements & Co-Curriculum Activities**

* Secured Third Rank in LL.M from CUSAT during May 2012.
* Secured First Rank in LL.B from Calicut University during January 2010.
* Received Best Student Award from Govt Law College for the year 2010.
* Received Best Topper Award for Law from Trichur District for the year 2010.
* Presented paper on Human Rights of Women at National Seminar held at Govt Law College Thrissur in the year 2011.
* Presented paper on Prisoners Right to Health Care at Govt Law College, Ernakulam in the year 2012.
* Participated as Speaker in All India Moot Court Competition held at Govt Law College, Thrissur in the year 2009.
* Conducted Legal Aid programmes at different educational institutions in kerala.

**Professional Memberships**

* Member, Bar Council of Kerala, 2010 onwards.
* Compliance Officer, National Stock Exchange of India, 2012 - 2017.

**Projects Worked**

* Executive ERP

**Hobbies and Interests**

* Travelling, Music, Drama.

**Software skills**

Knowledge in using Microsoft office, Internet etc.

Experience in using Legal software packages

**Language Proficiency**

* English, – Read, Write and Speak.
* Hindi – Read, Write and Speak.
* Malayalam – Read, Write and Speak

**Personal Information**

* Date of Birth- 14.03.1985
* Sex - Female
* Marital Status – Married

References

* Adv.Saji Rapheal – 9846062233
* Mr.Biju Thomas - 8891010180

I hereby declare that the above stated facts were true to the best of my knowledge and belief.  
  
Date: 08.01.2018

Place: Ernakulam.

Adv. Tanoosha Paul