

Shreya Marwah

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Objective

Looking for opportunity in corporate law to manage various aspects of legal and compliance function like contract management, dispute resolution and litigation aspects.

Work Experience

Empliance Information Services India LLP	Duration: 3rd March 2020 to 4th September 2020
Senior Executive - Legal	
Deloitte Haskins & Sells LLP	Duration: 1st June 2015 to 9th December 2016
Executive - Global Business Tax	

Work Description- Empliance Information Services India LLP

- Conducted Forensic due diligence of cases as per the standard operating procedures of EISI
- Maintaining Discrete intelligence Report for the due diligence carried out
- Assigning risk score as per the findings that are achieved in the report making
- Conducting trainings of different forms in MCA- (Ministry of Corporate Affairs)
- Research work conducted on regular basis related to Companies Act
- Knowledge Management Activity conducted on regular basis
- Guiding the interns through organization process and client expectations
- Compliance Newsletter with Compliance Calendar on monthly basis
- Communicating research findings by preparing final report with the project manager
- Contributing to team effort by accomplishing related results as needed
- Ensured client business structures were legally sound and compliant
- Interpreting laws, rules and regulations
- Trained and Supervised associates, provided mentorship and guidance on the due diligence carried out by the interns
- Conclusions made on the basis of the due diligence carried out on the third party and coming to a conclusion on whether it is a risky entity or not
- Extensive knowledge of corporate and contract law
- Ability to make quick legal decisions for business matters
- Guide management on regulatory and compliance issues to ensure compliance with legal regulations

Work Description- Deloitte Haskins & Sells LLP

- Worked on computations of important clients which included individuals, firms and companies
- ITR Forms for the same individuals, firms and companies were filled with the tax authorities
- Rectification of the computation on the notice given by the tax department
- Verification of the computation as per Income tax rules
- Follow up with the clients for the outstanding payments
- Worked on various assessment proceedings of individual clients
- Managing adjournments from Income tax officers and meeting the authorities for the discussions regarding tax workings of client with superiors
- Dealing with the tax authorities for assessment of income matters
- Carried out the risk procedure for all the clients

- Advised clients on tax implications of potential deals
- Reported regularly to director related to the research work and assisting in making the power point presentation for their speech
- Making of briefs files for clients which were further sent to top advocates

Education		Percentage/CGPA obtained
(Sept- 2020)	Entrance test for Company Secretary	Cleared
2016 to 2019	From LLB Sandesh College of Law Mumbai University	50.71%
2012 to 2015	B.Com R.A. Podar College of Commerce & Economics Mumbai University	74.42 %
2011 to 2012	Higher Secondary Examination - Class XII R.A. Podar College of Commerce & Economics H.S.C	78.5 %

About Me
<ul style="list-style-type: none"> • A motivated team player who has an enthusiastic “can do” attitude. • Excellent listening skills. • Maintaining a professional image at all times. • Inspiring and leading others. • Comfortable with being the ‘go to’ person on all legal matters. • Good managerial and negotiation skills. • Analytical with a strong attention to detail. • Good communication skills, both verbally and in writing.