

## **CURRICULUM VITAE**

**Vijaya.N**

#10/A, 1<sup>st</sup> Floor,

2<sup>nd</sup> Cross, Gattigere Extension,

3<sup>rd</sup> Stage BEML Layout ,

Rajarajeshwari Nagar,

Mob no : 9742110438

Bangalore –560098

Email id : vijaya.bangalore@gmail.com

### **OBJECTIVE:**

To obtain challenging position with career growth opportunities in the area of Legal department and to be associated with a progressive organization that gives me scope to exhibit and enhance my knowledge and skills.

### **EDUCATIONAL DETAILS:**

<b>Course</b>	<b>Institute</b>	<b>Board / University</b>	<b>Year of Passing</b>
S.S.L.C	St.Joseph's Girls high School, Bangalore	Karnataka Board	1999 - 2000
P.U.C	Junior Girls College, Bangalore	Karnataka P.U. Board	2000 - 2002

BA	St. Joseph's Arts and science college, Bangalore	Bangalore University	2002 – 2005
LLB	Sheshadripuram Law College, Bangalore	Karnataka State Law University	2009-2013

**ADDITIONAL QUALIFICATION:**

Basics in computer

**WORK EXPERIENCE:**

**Worked with M/s Reliance Jio Infocomm Limited, State Head Office located at VasanthNagar, Bangalore**

**As Legal officer from 27 September 2018 to 31 December 2018 on contract based as an offrole employee through PMC Associates.**

**Worked with M/s Reliance Jio Infocomm Limited, State Head Office located at VasanthNagar, Bangalore.**

**As Legal Executive from 04 May 2017 to 31<sup>st</sup> May 2018, on contract based, as an offrole employee through IKYA Agency.**

**Profile handled as an offrole employee in Legal Team:**

**1.Litigation:**

1. Litigation Management- Civil/ Criminal/Consumer cases which are filed by Against RJIL/RRL.,
2. Leverage with Advocates
3. Issuing of engagement letters/ Renew

4. Draft verifications
5. Drafting memos/ Applications

## **2.MIS/GENERAL:**

1. Handing over files to advocates and follow up with them with required documents and getting the opinions and draft.

1. Maintain various trackers

- Litigation tracker
- Registration tracker
- Termination tracker
- EnodeB tracker
- ODSC tracker
- REC� Tracker
- MCN/IS/RCOM
- Daily case updation
- Invoice handling

## **3.Contract Management:**

- ☐ Reviewing of Legal opinion and agreement drafts and releasing the Final internal legal clearance
- ☐ Validating NFA & providing approval
- ☐ Reviewing of property documents and release legal clearance for ODSC sites
- ☐ REC� approval for releasing of Rent
- ☐ Wi-fi Approval for colleges using REIMS portal
- ☐ Modifications/ changes made in agreement draft and release the agreement draft as per the requirement of owner in case of necessary changes requested by owner through management approval

- 1. Follow up with finance team for release of payments of Panel Advocates**
- 2. Attending periodical V.C with Legal followed by NHQ team**
- 3. Attending periodical V.C with RE/ JC FC&A., CFO/ cluster meeting followed by state Head**

## **Worked with M/s IDEA CELLULAR LIMITED**

**ADITYA BIRLA GROUP OF COMPANIES, State Head office located at Richmond circle, Bangalore.**

**Worked as Legal Executive from Sep 2015 to Dec 2016, as an offrole employee on contract based through ideal solutions.**

### **Job Profile Includes:**

- [?] The job profile includes a verification of documents of agreements from different zones of all over Karnataka ,**
- [?] Verification of Distributor agreements which includes PDSA/MPDSA, of Prepaid agreements,**
- [?] CSA/DSA agreements which includes TDSA/ MPDSA of postpaid distributor agreements**
- [?] Verification of ITL distributor agreements for purchase and sale of dongles from the company, where the company provides dongles for a purchase and sale of dongles and Wi-Fi-hub to companies,**
- [?] MY IDEA, IP, ISP Agreements where the retailer has an option for selling of sim cards and has a right to access on his own for purchase and sale of sim cards directly on his own**
- [?] Preparing the LEASE DEED agreements for a company CRS showrooms for a lease agreements i.e., customer retail showrooms, for all over Karnataka.**
- [?] Maintaining of data base of the Distributor agreements and processing for the termination of the distributors if a retailer seeks for F&F, Termination, death of a distributor through which agreements shall be cancelled and raise the same in DSM and once terminated, the deposit amount shall be returned to the distributor or his legal heirs,**
- [?] Working on DSM portal work flow for creation, updation and termination of distributor agreements.**
- [?] Maintaining the books in bundle once approved after verification from legal department , finance team, commercial team and**
- [?] finally maintaining a data base and sending the bundle of books to ware house by maintaining the data base of agreement books**

- ❑ Arranging new agreement books with franking for distributors and sharing the books on request to MIS team and sales team to send the agreement
- ❑ books across Karnataka to generate new distributors for prepaid and postpaid distributor of sim cards of idea.
- ❑ Co-ordinating with Advocates for maintaining case status for legal proceedings of cases all over Karnataka and updating the same to DGM,
- ❑ Generating the monthly data base through MIS reports and cases, workflow database and updating the same every month to branch manager in order to update the same for corporates who are located at MUMBAI.

**Worked with M/s FX AND CO,**  
**AS A JUNIOR ADVOCATE IN LAW FIRM LOCATED AT FRAZER**  
**TOWN, Bangalore**

**Practiced as a Junior Advocate from January 2014 to Aug 2015.**

Attended cases in CITY CIVIL COURT, MAGISTRATE COURT, DRT, CONSUMER COURT, KSCDRC-BASAVA BHAVAN, CAT, KAT, MAYOHALL, FAMILY COURT, PRINCIPAL CONSUMER COURT (CAUVERY BHAVAN).

- ❑ Filing of new cases in different courts
- ❑ Attending cases in different courts for adjournments
- ❑ Maintaining case dairy and updating on everyday bases
- ❑ Updating case details and case status to senior advocate through mails
- ❑ Updating case status to clients through mails to some important company cases
- ❑ Applying for certified copies and receiving the certified copies by constant follow up
- ❑ Applying for certified copies in High court, AC court

- ☐ Coordinating with clients to attend the case whenever informed by senior
- ☐ DRT for banking cases

**Nashville Job consultant , Frazer Town, Bangalore,**  
**From November 2005 to April 2009.**

**Designation: Senior HR Executive**

**Roles & Responsibilities includes:**

- ☐ Taking care of ITES Recruitment
- ☐ Posting Adds in job portals according to our current requirement
- ☐ Understanding the clients requirements following the same as per their requirements
- ☐ Scheduling candidates for interview
- ☐ Screening , Shortlisting and Scheduling interviews
- ☐ Taking care of internal recruitment and providing them training
- ☐ Taking care of domestic call center training and counselling candidates according to their profiles and placing them to the rightplace.

**PERSONAL DETAILS:**

Father's Name : Narayana Swamy. G  
Date of Birth : 22-10-1984  
Marital Status : Married  
Languages Known : English, Kannada  
Hobbies : Listening to music, Cooking

**PERSONAL STRENGTHS & CORE QUALITIES:**

- ☐ A person with good communication & interpersonal skills, Honest, Prompt & Hard Working.

- ☐ Ability to work well in a team environment
- ☐ Ability to handle sensitive confidential information
- ☐ Proactive, reliable, hardworking, quick to learn new things
- ☐ Desire to take up new challenges

**REFERENCE WILL BE PRODUCED ON DEMAND.**

**DECLARATION:**

I hereby declare that the details given above are true to the best of my knowledge and belief.

**Date:**

**Place: Bangalore**

**(VIJAYA.N)**