

Soniy Srivastava

Legal Adviser

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SUMMARY

- Organized and result driven Legal Adviser with the focus and passion of helping people.
- 12+ years of rich experience in the field of Law, specialized in handling complex legal issues
- Specialist in offering high standard customer service to the clients.
- Almost 100% cases resolved successfully, thus building a long lasting trust with the client.
- Handled legal and court matters with utmost honesty and integrity thus ensuring in maintain client confidentiality.
- Energetic and enthusiastic with dedication towards work.
- Expertise in advising Compliance and Risk arising by virtue of new laws and regulations.
- Excellence in communication and critical thinking skills.
- Well experienced in informing clients on their legal rights and suggesting appropriate course of action.

Seeking a challenging role to utilize the immense experience, skills and knowledge for the benefit of the company.

CORE SKILLS

✓ Legal Consultation	✓ Compliance Legal Drafting	✓ Documentation
✓ Sales Agreements and Deeds	✓ Arbitration	✓ Legal Notice Preparation
✓ Contract Management	✓ Power of Attorney	✓ Taxation & Accountancy
✓ Criminal and Civil Litigation	✓ Legal Proceeding	✓ Legal Transactions

FUNCTIONAL EXPERTISE

Client Relationship Building: With the advantage of knowing both Hindi and English languages, have been able to communicate with people and professionals of all levels with ease and comfortable and provide ample focus on each case be it big or small.

Proactive and Dependable: Anticipate any and every problem that can occur during the legal process in advance and guiding the client accordingly. Suggest measures in the start for better resolutions of the issues.

Researching: Conduct thorough investigation of Legal research methods and analyze all case's information before advising the client.

Analytical and Logical Reasoning: Review complex written documents, draw inferences to reach conclusions and evaluate arguments.

Time Management: Superior multi-tasking skills along with strong work ethic help in juggling between different work priorities.

Accountancy: Analyzed, examined, and interpreted account records, complied financial information and reconciled reports and financial data.

WORK EXPERIENCE

Legal Adviser/Legal Consultant

Own Legal Firm

Kanpur

2007 - Till Date

Responsibilities:

- Took care of all the legal matters independently.
- Counseled the clients on all the legal matters including taxation (VAT,GST ROC, LOGO, Trademark) etc.
- Following all the rules and regulations framed by the Indian Law Enforcement department and working closely in sync with the same.
- Negotiated and drafted agreements, preparation of shops/property license and all sorts of affidavits.
- Drafted and reviewed pleadings and business disputes between clients and their customers.
- Created productive Legal Adviser-client relationships; reduced client's costs with effective settlements.
- Managed, developed and recommended legal theories to effectuate favorable case resolutions.
- Submitted fact finding reports to the court.
- Helped clients in Land accusation and registrations.
- Resolved matters outside the court to save client's hassle of visiting the court on a number of occasions.

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- Achieved success in handling and resolving government cases single handedly.
- With over 12+ years of in depth knowledge of legal practices and procedures resolved all the legal cases independently without any third party intervention or support.
- In depth knowledge of drafting formal letters, legal notices and contracts.
- Ability to generate strategic planning and work under pressure.
- Appeared and represented clients before various Courts, including High Courts and Civil Courts.
- Represented the client in all arbitration matters.
- Guided and assisted clients related to Labour compliance, real estate and commercial contracts.
- Provided legal opinion in relation to securitization and other structured financial transactions.
- Special services given to clients by reminding about expiry and renewal of contracts etc.
- Reviewed and recommended revisions on purposed contracts.
- Prepared Legal actions and proceedings to aid the client. 1
- Analyzed and advised commercial contracts.
- Monitored the development of laws, rules and industry standards and advised clients the impact on their operations.
- Process Journal entries and perform accounting corrections to ensure accurate records.
- Ensured accuracy of data and transactions by reconciling monthly trust and control accounts, including group remunerations, principle on deposit, GST and accounts receivables.
- Explained complex accounting procedures and provided support to client service staff in managing their expense accounts.

ACADEMICS

- **LLB (Bachelor of Law)**, 2006
C.S.J.M University, Kanpur
- **Graduation**, 2003
C.S.J.M University, Kanpur

COMPUTER SKILLS

- Operating System : Windows
- Software : MS Office

PERSONAL DOSSIER

- Date of Birth : 26th Oct 1986
- Languages Known : English, Hindi
- Marital Status : Unmarried