CURRICULUM VITAE

Name: Vasumathi M

Mobile Phone: 9886199513

Email: mvasumathi890@gmail.com

Education: B.A.L.LLB.,

**Career goals:**

Looking for a career where I can utilize my skills in contributing effectively towards the success of the organization and also further to improve my personal skills there by obtaining a Challenging and responsible position in a professionally managed organization.

**Short term goal**: to get job in a reputed company where I can utilize my skills and improve my career path.

**Long term goal**: to be an respectable position in that organisation.

**Educational Qualifications:**

|  |  |  |
| --- | --- | --- |
| COURSE | COLLEGE | YEAR OF  PASSING |
| SSLC | Image English School | 2005 |
| PUC | BMS Women’s College | 2007 |
| B.A.L.LL.B., | Bangalore University Law  College | 2012 |

**Present Work Experience:**

Company Name : Lexsitus

Company Address : #810, Bilwapriya Platina, 2nd Floor, 27th Main Road, HSR

Layout sector-I, Bangalore – 560102.

Job Designation : Senior Associate

Period in favour of job : August 2020 to till date.

**Past Work Experience from 2013 to 2019.**

1. Company Name : Ferns Estates and Developers

Company Address : #95, Amarjyothi Layout, 100 Feet Intermediate Ring Road,

Domlur, Bengaluru, Karnataka 560071

Job Designation : Legal Executive

Period in favour of job : June 2019 to November 2019.

2. Company Name : I.M.Devaiah Associates

Company Address : #04,Opp.SheshadripuramPostOffice,

Sheshadripuram, Bangalore-560028.

Job Designation : Advocate

Period in favour of job: December 2013 to 10.05.2019

**Past Work Experience from 2012 to 2013.**

* Parcticed as Junior Advocate under Senior Advocate Mare Gowda in city civil court.
* Parcticed as Junior Advocate under Senior Advocate Venkateshadodderi in high court and city civil court.

***Areas of Practice;***

* Real estate commercial Lease: Drafting of Lease deeds, Property Maintenance agreement, Fit out and fixtures agreements, LOI, legal compliance of documents and prior lease meetings and negotiations. Registration of lease deeds, issue of NOC`s to Lessees, data maintenance of all the leases and notice of renewal to tenants.
* Real Estate Residential (apartments, Villas, Layouts) : Title scrutiny, title reports, legal research, solutions and Legal Opinion. Co-ordination with management, marketing, property management, land trade and sale of property. Compliance to statutory authorities, approvals and plan sanctions, registration formalities of property, project loan approvals, co-ordination with senior legal counsel’s and law firms, litigation follow up, stamp duty and registration compliance, client co-ordination, special knowledge of laws governing property development in Karnataka;
* Real Estate Compliance : RERA ACT and Rules and compliance of projects with regard to Karnataka in particular.
* Real Estate Drafting : Drafting of agreements, Joint development agreements, agreements for sale and construction of apartments, property management agreements, supplementary and allocation agreements, memorandum of understandings, sale deeds, lease deeds, affidavits, partition deeds, exchange deeds, cancellation deeds, rectification deeds, release deeds, power of attorney and all other deeds of conveyance of immovable property;

**Related other work skilled in;**

* Knowledge of local laws governing, grant, lease, inam of agricultural lands in Karnataka;
* Legal compliance before various government departments like BDA, BMRDA, BIAPPA, VILLAGE PANCHAYATH, TAHSILDHAR, DC, S .AC, S .etc;
* Good knowledge of Kannada language able to read and draft;
* Good computer skills and communication skills;

**Expertise**

**Basic:** Law – Non-Litigation

**Preferred position:** Legal Executive

**Preferred professional**

**categories:**Legal / Law

**Preferred destination:** Karnataka

**INTERNSHIP:**

Done internship under Senior Advocate Leeladhar for a period of one month.

(Learnt about case filings, court dairy, office dairy, basic features about court and lawyers office, etc.,).

**Desired JobAdditional Information**

Leading team and associate juniors, giving legal opinion to company as well as outside consultants.

scrutinizing and verifying documents relating to land.

Handling corporate advisory work.

Experience in preparing of preliminary legal reports, due diligence teams.

Drafting, Vetting, Pleading all kinds of Agreements, Deeds, MOUs, Policy Contracts, etc.   
  
 Review standard legal documentation used by the Company to ensure that the company's interest is protected.   
  
Providing legal opinions to the internal teams.   
  
Proactively advise on and help to manage important changes in law and regulation. 

Assist in the development of processes, policies and procedures designed to reduce legal risk and/or increase the efficiency.

**STRENGTHS:**

Honest & Patience

Positive thinking

Good Inter personal skills

Ability to take on challenging roles

Enthusiastic about any tasks undertaken.

Adaptability

Hard work

Honest

Flexibility

Fast decision making

Persistence

Self motivated

## Technical skills/ Competencies:

* Basic computer (Dos, MSOffice-Word-Excel-PowerPoint, )
* Good internet browsing knowledge and typing.
* Ensure safe custody of documents
* Good analytical and research skills.
* Oriented person with excellent time management and multi-tasking capabilities.
* An excellent attitude towards work, willing to take complete ownership over tasks and projects.
* Strong business acumen, ethics and high integrity.
* Able to communicate and coordinate with multi geo client and colleagues.
* Ability to work in a team with deadlines and contribute individually.
* Analysis and judgment.
* Communication - verbal and written.
* Integrity.
* Business awareness and commercial focus.
* Delivery under pressure.
* Managing relationships.
* Networking skills.
* Influencing others.
* Information gathering.
* Time management.
* Prioritizing.
* Capable of developing imaginative solutions.

**PERSONAL DETAILS:**

Name: Vasumathi M

Date of Birth: 09/08/1990

**Languages**

**Native:** Tamil

**Elementary:** English, Hindi, Kannada, Telugu

Permanent Address:

#91/3, Puttenahalli palya,

J.P.Nagar, 7th phase, B'lore-78

City: Bangalore

State: Karnataka

Postal Code: 560078

Country: India.

SEX: Female

Marital Status: Married.

I do here by declare that the information given above is true to the best of my knowledge.

Place : Bangalore Vasumathi.M

Date :