

## HETAL VISHWANATHAN

E-603,Devam Flats, Near GHS school, Godrej Garden city, Off S G Highway, Ahmedabad  
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### OBJECTIVE

To be a go-getter with never-say-die attitude and to make a mark in the field of Law/ Legal Compliances/Contracts management. To utilize the unique skill set to achieve the goals.

### SKILLS

- Comprehensive problem solving abilities.
- Willingness to learn new concepts.
- Team facilitator and ability to move with other people.
- Adequate knowledge in computer field.
- Determination, will power, patience, perseverance, sincerity and punctuality.

### EMPLOYMENT HISTORY

#### **Piramal Water Private Limited**

##### **Asst Manager Compliance**

August 2018- Till Now

- Contracts
- Drafting and negotiating various types of contracts like, Non Disclosure Agreement, Corporate social responsibility Agreements, various MOUs, Travel Agent Agreements, vendor Agreements, Channel Partner Agreements, Leave and License Agreements, MOUs with Governments – NITI Ayog, Maharashtra government, Assam Government etc, Recruitment Agreements, Research Agreement, Internship Agreements, Agreements with NBFCs , Agency Agreements, Franchisee Agreements, Mobile App developer Agreement, consultancy agreements, service package agreements, franchisee agreements etc.
- Legal Compliances of the organization
- Legal compliances under various Acts/ Rules applicable to the organization – Compliances under Labour laws, Account/ Finance related Compliances, Environment Law Related Compliances, Factory Act Compliances, Information Technology related compliances, IPR related compliances, GST, FCRA related compliances, Board Compliances, etc
- Active participation under Project PI of the company – Data Privacy related drive at Group Organization level – I have actively participated , drafted, reviewed and released final Data privacy policy/ clauses / consent forms etc used for the business
- Prepare for Quarterly board meeting for compliances status , Board of governors meeting ,resolution to be Pass from time to time and update and execute as per mandates
- Under gone POSH IC - committee member Training in the organization

#### **Approval Co- Ordinator**

December 2017- August 2018

##### **Tata Consulting Engineers Ltd, Gandhinagar**

- To obtain different Legal Approvals for a ongoing construction Projects of TCE -Shell India Market Pvt Ltd (Client)
- Chief Controller of Explosive approval for storage of petroleum products on site
- District Magistrate, Police Commissioner NOC
- Non Agriculture Approvals
- National Highway Approach Permits/ NH,SH permission for petrol pumps
- Co- ordination between third Parties , TCE and Shell for the project for achieving approvals timely.
- Compliances under various laws and Conditions stipulated under various approvals/permits
- Collecting quotation from vendors, coordinating with vendor for company credentials, quotation, PO issuance.
- Rate contracts/ NDAs/ construction contracts

- I am CBRE safety passport holder
- Active participation in preparation of Project Execution Plan (PEP) Safety management system, Job Hazard Analysis (JHA), working at height, Journey Management Plan (JMP) etc

**Executive Legal**  
**Eliteccore Technologies Pvt Ltd, Ahmedabad**

April 2011 – December 2012

- Drafting and reviewing the Agreements – Commercial Agreements – Distributorship/ Reseller/ Teaming/MoUs/Software License Agreements/ Consultancy Agreements/ AMCs/ Employment Contracts/ Partnership Agreements/Leave & License Agreements, supply chain Agreement, Joint Venture Agreement etc
- Drafting and reviewing NDAs
- Negotiation with Parties for favorable clauses
- E- waste management
- Contracts Risk Management
- Legal Compliances under various Laws

**Executive Legal**  
**Sand Legal Pvt Ltd, Chennai**

Sept 2010 – March 2011

- Legal compliance – I have a great exposure of compliances at real estate, automobile industry, telecom , pharma industry, insurance , banking industries, IT industries.
- Legal auditing and risk management – doing so can assess the risk of non compliance to company
- Expert in various laws – corporate, Labour, IPR, Industry specific, Environment, commercial, Regulatory laws etc
- Vetting and reviewing contracts - NDAs.

**Sr. Executive MIS (Land Dept)**  
**Suzlon Energy Ltd, Rajkot, Gujarat, India**

Dec 2007 – May 2010

- To involve & prepare documents related to Forest Clearance/ Environment Clearance, Coastal Regulation Zone Clearance, Sanctuary Clearances for Gujarat Forest land Projects to develop wind farm.
- Forest / Environment / Sanctuary / CRZ related Liaisoning at Department of Environment & Forest, Gandhinagar, Gujarat / Ministry of Environment & Forest, New Delhi.
- I was heading the Forest in house department.
- I have handled 12 projects of forest land totaling to more than 800 Hector – land requirement for the Wind mill project of more than 600 MW.

**Projects involved forest clearance:**

- Wind farm development on forest land.
- Wind met mast on forest land

**Environment Engineer**

Oct 2006 - Dec 2007

Ashapura Minechem Ltd, Jamkhambhaliya- Jamnagar, Gujarat, India

- Site Visits, Baseline Data Collection.
- Preparation of EIA/EMP, Application and Questionnaires.
- Gujarat Pollution Control Board, DoEF, MoEF related liaison.

**Sectors/Projects Involved for EIA at Corporate level**

- Mining Projects : Bauxite
- Wind Energy Projects : Rapid EIA for CRZ NOC

Trainings delivered
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- Induction training to new employees

- Technical training on set of Applicable Laws to new / intra department employees.

EDUCATION
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| • Company Secretary  | cont.  |
| • <b>LL.B</b><br>Saurashtra University, Rajkot, Gujarat, India   | 2010   |
| • <b>M.Sc(Biotechnology)</b><br>Bangalore University, Bangalore, India   | 2006   |
| • <b>Certificate course on Prevention of Sexual Harassment<br/>At Workplace</b><br>Indian Academy of Law & Management, New Delhi | 2019   |
| • <b>Contract Law: From Trust to Promise to Contract (Self Pace)</b><br>Harvard University                                       | contn. |

PERSONAL
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- Date of Birth: 15th June, 1983
- Languages Known: English, Hindi, Gujarati,Tamil
- Marital Status: Married
- Gender : Female

Reference: On Request