

Guna Seelan S

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Objective:

Have shown strong capability in contract management domain with experience in multi-vendor products. Demonstrated high productivity as junior legal associate and endeavoring to achieve more through perseverance.

Junior legal associate:**Cenza Technologies.**

August 2020 – Present (1years 2 Months) Chennai Area, India

I am working as Legal Associate in Cenza Technologies Pvt. Ltd, Chennai since July 2019. Reviewed and analyzed, annotated and abstracted the contracts as per client requirement using the Spread sheets and various platforms. And also trained various AI Platforms for Contract Management.

Analyzed various complex agreements including Master Services Agreements, Various Kinds of Statement of Works and Order Forms, Employment Agreements, Lease Agreements and Service Level Agreements. Performed quality control and quality assurance on other reviewers work to ensure the client was receiving a top-quality product.

Internship:**Cobra Legal Solutions.**

June 2019 – July 2019 (1 month) Chennai Area, India

I was Interned in Cobra Legal Solutions, Chennai from June 2019 to July 2019 and Performed document review and trained for E-Discovery process.

Platforms Worked:

- ❖ Author Dojo AI
- ❖ Iron Clad
- ❖ Hanuman AI
- ❖ Compliance AI
- ❖ Relativity

Scholastics:

- LLB from The Central Law College, Salem 2016-2019) – 50%
- B. Com CA from VLB Janikiammal college of arts and science, Coimbatore (2013-2016) – 57%
- HSC from Christian matric higher secondary school, oddanchatram (2013) – 77%

Non-Technical Skills:

- Decision making and analytical skills
- Good communication and organization skills
- Conflict resolution
- Result oriented and able to work independently as well as in teams
- Time management

Personal Forte:

Father's Name	:	Selvaraj. A
Date of Birth	:	21th Sep, 1995
Age	:	25
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Alternative E-mail	:	Gunaedu201920@gmail.com
Languages Known	:	English and Tamil
Permanent Address	:	Puliyamarathu Thottam, samiyarpudhur, Arasapillaipatti (PO), Odanchatram-624619 (TK), Dindigul (DT).

Declaration:

I hereby declare that above furnished information are true to the best my knowledge and belief.

Place:

(Gunaseelan. S)

Date: