

**Sangeetha.S**  
**Legal & Secretarial**



+91-9840794469  
CHENNAI - INDIA

### **Career Objectives**

To achieve high growth through learning process and keep myself dynamic & competitive with changing scenarios of business for becoming successful in the management of an organization; to utilize my skills & talent to serve the industry with full devotion and knowledge.

### **Professional/Academic Qualifications**

Degree	Institute	Year	Percentage
CS - Qualified	ICSI	2019	50
B.A., B.L.(Hons)	School of Excellence in Law	2004-2009	58
Senior Secondary	SJSSJ. Mat. Hr. Sec. School	2003-2004	84.4
Secondary	Sarah Tucker Hr Sec School	2001-2002	94

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## **WORK EXPERIENCE**

**TOTAL YEARS OF EXPERIENCE: 9 YEARS 2 Months**

Working with **Global Japan AAP Consulting** as **Assistant Manager** from **Mar 2019 to till date: Annual Salary – 5.98 Lakhs**

### **JOB ROLE: Compliance Profile**

- Undertaking all compliances as per Companies Act, 2013- INDIA
- Annual general Meeting- Board Meeting
- Compliance schedule maintenance
- eFiling- DSC affixing- Microsoft office applications
- Filing Returns forms with the Government- MCA, RBI
- Conducting due diligence for the new joint venture
- Foreign Direct Investment-FDI, FEMA regulation
- External Commercial Borrowings- ECB
- Downstream investment- investment in subsidiary companies
- Striking off/ Dormant companies status
- Insolvency and Bankruptcy Code
- Drafting Schemes for joint venture, merger, and reduction of share capital
- Other Ad Hoc assignments

<p>Practiced at <b>High Court of Madras Judicature</b> – (16 months) - (Nov 2017 - Feb 2019) reason for relieving- Opportunity with Global Japan in both legal and secretarial</p>	<p><b>JOB ROLE: Legal Profile :</b></p> <ul style="list-style-type: none"> <li>Filing and conduction of civil suits in district courts, commercial courts and high court, preparing and filing caveats, filing consumer forum cases bail matters, Cheque bouncing cases and other criminal matters.</li> <li>Trademark agent- application, reply submission and representing for further hearings before the Trademark Registrar.</li> <li>Interaction and coordination with Legal consultants/ Advocates, statutory authorities in relation to legal matters.</li> <li>Ensuring timely preparation of responses, written statements, replies so as to make effective representation before the courts</li> </ul>
<p>Worked with Wipro BPS as <b>Senior Associate (18 months)</b> from Dec 2015 to Oct 2017: <b>Annual Salary – 3.15 Lakhs: Reason for change- Due to advocate practice scope.</b></p>	<p><b>JOB ROLE: Legal Profile</b></p> <p><b>Process 1- HealthCare Industry: US client</b></p> <ul style="list-style-type: none"> <li>Contract review and abstraction</li> <li>Drafting and vetting contracts</li> <li>Research in search engines and relevant database</li> <li>PDF renaming and conversion</li> <li>HIPPA regulations under US law</li> <li>SOP Updation</li> <li>Uploading in Client tool</li> <li>MS Excel sheet collation</li> </ul> <p><b>Process 2- Pharma Industry: US Client</b></p> <ul style="list-style-type: none"> <li>Uploading Trademark status in Client Tool</li> <li>Synthesize legal content sent by attorneys to client</li> <li>Collating all Trademark, Patent rights' status</li> <li>Setting up reminders for renewal of IPRs</li> <li>Liasoning with US &amp; Intl. attorneys</li> </ul>
<p>Gap of 22 months From Feb 2014 to Nov 2015 – Due to Maternity.</p>	
<p>Worked with <b>JKM Associates</b> as <b>Trainee</b> - 11 months (Jan - 2013 to Jan 2014) - <b>reason for relieving- completion of Articleship</b></p>	<p><b>JOB ROLE: Compliance Profile</b></p> <ul style="list-style-type: none"> <li>Filing forms online MCA</li> <li>Preparing minutes</li> <li>Maintaining statutory registers</li> <li>Compliance of relevant Acts for variety of client companies</li> </ul>

<p>Practiced at <b>High Court of Madras Judicature</b> – (1 years) - (Jan 2012 - Dec 2012)- reason for relieving- Mandatory compliance of CS Articleship</p>	<p><b>JOB ROLE: Legal Profile :</b></p> <ul style="list-style-type: none"> <li>• Appearance before various quasi - judicial authorities i.e to attend and appear before Consumer/RERA Courts</li> <li>• Minimizing penalties owing to delayed response</li> <li>• Discussion and negotiation of amicable resolution of matters before mediation center and through engaging counsel of opposite party.</li> <li>• Co-ordination with External legal panels Viz, clients, Banks, Authority etc</li> <li>• Providing Legal and strategic advice in developing contract strategy, bidding strategy, deciding commercial terms and templates.</li> <li>• Practices and procedures pertaining to lands of various tenures, their ownership, acquisition, development, including municipal / development rules &amp; regulations; apartment ownership; contract, labour, fiscal / taxation for IT / SEZ / Malls, etc.</li> <li>• Stamp duty / Registration / Adjudication etc.</li> </ul>
<p>Worked with <b>Ministry of Corporate Affairs</b> as “Internship as mandated by ICSI” (6 months)- (2<sup>nd</sup> June 2011 to Dec 2011) - <b>reason for relieving- completion of training</b></p>	<p><b>JOB ROLE: Compliance Profile</b></p> <ul style="list-style-type: none"> <li>• Preparing dissolution case reports to official liquidator</li> <li>• Assisting OL in conducting cases before the High court on liquidation</li> <li>• Analysing the legality of mergers &amp; acquisition and preparing “Statement of Affairs” respectively</li> </ul>
<p><b>Practiced at High Court of Madras Judicature</b> – (2 years) - (Jun 2009 - May 2011)- reason for relieving- <b>Opportunity with MCA</b></p>	<p><b>JOB ROLE: Legal Profile :</b></p> <ul style="list-style-type: none"> <li>• Drafting of civil complaints, legal pleadings, affidavits, complaints, written-statements, petitions, replies, rejoinders, powers-of attorney, draft and file responses to legal notices, review opinions, and other legal documents, Counters/Replies/Rejoinders to be filed in recovery claims, Writ Petitions. SARFAESI notices.</li> <li>• Drafting, vetting, review in approval, interpretation, execution and registration of various types of legal documents pertaining to sale of residential/commercial properties like; Project Contracts, Commercial contracts and Business Contracts allotment letters, agreement to sale, sale deeds etc., Joint Venture Agreements, Collaboration Agreements, License Agreements, MOUs, LOIs, etc to safeguard Client's interests in various commercial transactions and to also ensure legally secure deals for the Client.</li> </ul>

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**Personal Profile:**

Date of Birth	15.05.1987
Nationality	Indian
Preferred Job Location	Chennai
Hobbies	Reading Books, cooking, learning new languages
E-Mail	sangeethabl87@gmail.com

**Declaration**

I hereby declare that the above information's correct and true to the best of my knowledge. I assure that if selected, I will discharge my duties to the satisfaction of my superiors.

Thanking you,

**Place:** Chennai  
**Date:**

Yours faithfully,  
S. Sangeetha