

PERSONAL PROFILE	Organized, detail-oriented and conscientious self-starter with strong ability to strategize and prioritize to effectively accomplish multiple tasks. An individual with strong work ethics, excellent networking & negotiation skills.
EDUCATION	Dr. Ambedkar Govt. Law College, Chennai, 1997 - 2002 Bachelor of Law (B.A., B.L)
PROFESSIONAL EXPERIENCE	<p>Pathfinder Business Analysis (P) Ltd, Coimbatore : Associate General Counsel (2016 - 2019) Providing leadership to the legal department & legal leadership across the business Implementing initiatives and processes in order to set standards and reinforce a culture of integrity, quality, ethical behavior and responsibility across the department Overseeing delivery of legal services and allocating resources to accomplish corporate goals, strategies and priorities. Drafting sensitive and high-value legal documentation necessary for business operations. Research and evaluate different risk factors regarding business decisions and operations. Act as a mentor to the legal department personnel, encouraging their professional growth and grooming them for prospective roles within the team. Ensuring quality legal advice to departmental heads within a business, leading to enhanced integrity in both internal and external affairs</p> <p>This esteemed role, perfected my skills in relationship management with a demonstrated ability to lead a legal department and develop talents that subsequently drive value across the business. I'm shaped to be service-driven and result-driven with an ability to handle multiple simultaneous tasks and tight deadlines. As an independent decision maker, I have simplified and structured the growth of the LPO, I'm heading.</p> <p>Contact Reference - Mr. Saravana Murali, Manager - HR. Mob: 9047007363</p> <p>TalentPro India HR Pvt Ltd, Chennai : Sr. Manager – Legal (2007 - 2016) Drafting, vetting & reviewing all client contracts like Master Services Agreement, Statement of Works, Term Sheets, Request for Proposals, Amendments, Change Orders, Master Terms of Conditions Assessing the scope of work, business processes, workflows, information exchanges, service levels, other commercial and legal aspects of contracts for potential exposure to liability risks arising from use of proprietary data, trademarks, IP, data security and other non-standard terms and conditions Create awareness of legal risk exposures Prepare and disseminate legal risk exposure mitigation policies and procedures including standardization of agreements Managing the Company Secretarial & Marketing functions</p> <p>My exposure in this profile has expanded to solely handling the Company Secretarial work and Marketing Division along with my legal domain. This has given me detailed view of how opportunities can be utilized to benefit the business.</p> <p>Contact Reference - Mr. S. Raghavan, Vice President. Mob: 9940045272</p> <p>Anand, Samy & Dhruva Associates, Chennai : Associate Advocate (2006 – 2007) Vetting, drafting & reviewing realty documents Handled Notices and Complaints under various Statutory Acts Represented cases in the High Court at Chennai</p> <p>Worked closely with Senior Counsels on various issues pertaining to the business This profile gave me an insight into the strategizing aspects of the Seniors that helped me build my skillset for a stronger candidate</p>

Office Tiger Database Systems India Pvt Ltd : Associate Ops Account Manager (2005)

Specialized in in-depth Legal research

Thorough knowledge of reviewing and analyzing Commercial Leases / Contracts /

Agreements Managed a varying team size with minimum 6 members

Trained them to analyze and abstract the requirements of each project

Working in this capacity, sharpened my skills in resolving miscellaneous legal business issues and strategically planned comprehensive process flows / metrics. As an independent decision maker, I was able to contribute to the growth of LPO division which gave me exposure to the international legal domain with specific emphasis on US Realty Laws.

G&W Associates, Advocates : Associate Advocate (2004)

Drafting & vetting commercial agreements and documents

Drafting, filing and prosecuting registration applications for Trademarks

Preparation of Trademark caution notices / other warning notices

Advisor on selection of Trademarks / logos

This position helped me gain immense knowledge and know how on the Trademark workings

M/s M. Jaichandran, Advocate : Associate Advocate (2002 – 2004)

Handled cases relating to Writ Petitions.

Vetting/Drafting/Documentation

This profile taught me all about the traditional practices, Courts and Court processes. As a quick learner, I added value to my profile by handling, managing and closing few cases independently

ACCOMPLISHMENTS Prospective achievement of corporate goals, strategies and priorities
Effective implementation of Change Management across business through CHANGE
Successful in negotiating and achieving damage free contracts
Streamlined the processes within the Legal Department & Marketing Division
Initiated and contributing to the launch of LPO
Negotiated better rates with vendors to bring down marketing costs
Implemented standard operating procedures across divisions to ensure uniformity & compliance
Delivered cost-effective marketing strategies
Nominated as one of the Top Ten Managers of the KPO industry by Business Today (Aug 2005)

SKILLS

LANGUAGES

English, Hindi, Malayalam, Tamil

IT

MS office
