Apoorva Mane

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**Career Objective**

**Seeking a Legal profile where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive companyand** enhance my oratory skills and leadership skills.

**Professional Experience**

***Shemaroo Entertainment Limited***

*January 2018 – Present.*

**Designation –Legal Executive**

* Functioning as Para legal for the company.
* Working in aspects relating to copyrights and media business in depth.
* Exposed to plethora of agreements of various business units.
* Maintaining accurate data of discussion conducted with lead lawyers of all business units to understand business requirements and identify areas of improvement.
* Ensure that all scanned documents’ title is correct and all on-going and legacy deals into DMS.
* Maintaining data accuracy of public notice from various magazines and uploading the same in the system.
* Completing timelines on most of the tasks assigned with only few marginal deviations.

***Integreon Managed Solutions India Pvt. Ltd., Mumbai***

*December 2015 – May 2017*

**Designation -** Attorney Associate/Contract Specialist for **Microsoft Corporation**

* Functioning as Vendor for Microsoft dealing with all legal contracts
* Reviewing of Contracts dealing with Master Agreements, License Contracts, Statement of Work, NDA’s, Sponsorship Agreement, Marketing Agreements and others
* Multitasking with various areas of operation like assigning, handling the escalations, Contract Drafting, Contract Administration and Contract Review
* Worked internally for different projects on document review.
* Excellent communication skills globally.
* **Acquired the title “MISS INTEGREON 2016”**

## *Adv. PriyaCrasto, Malad West*

*October 2015 – November 2015*

**Designation - Practicing lawyer** at Civil Court and High Court

* Handled Summary Suits of Mahindra Rural Housing and Finance.
* Drafted plaint, Summons, Affidavit of Service and Affidavit of Evidence for the same.
* Attended High Courts for follow up and appeared before City Civil Court for the matter of the day.
* Filed Affidavits of Service, Affidavit of Evidence, Extension Applications and Writ of Summons before the judge.
* Filed Applications for Withdrawal of Summary Suits.
* Updated MIS at the end of the day.

## *Advocate Nilesh Ojha, (Human Rights Security Council)*

*June 2015 – August 2015*

**Designation –Paralegal**

* Accompanied Advocates to Courts and also assisted Counsels during arguments.
* Drafted various applications to the Court, Replies to Legal Notices, Notes of Arguments, and Mutual Agreements etc.
* Acquired order in our favor under Negotiable Instrument Act in Pune court.
* In depth research on Negotiable Instrument Act.
* Other researches on MCOC Act of 1999, Atrocities Act of 1989, Land Acquisition Act of 2013, Maharashtra Co-operative Societies Act of 1960.
* Research on land mark judgments.
* Research on various Sections of IPC of 1860.
* Filed RTI applications for matters before the court.

**Internships**

***MZM Legal- ZulfiquarMemon S/O MajeedMemon***

***January 2014 – February 2014***

* Studied case laws and land mark judgments and briefed Advocated and Counsel’s about the same.
* Drafted replies to legal notices and Bail applications.
* Translated legal documents from regional language to English.
* Provided technical aid.
* Accompanied Advocates to various courts and Arbitration conferences.
* Research on Electoral Reforms, Arms Act, Foreign Trade, etc.

**Professional Courses**

* **Currently pursuing the *online Certificate program on Real Estate Laws by National University of Juridical Sciences, Kolkata***

**Education**

## ****Bachelor of Legal Science & Bachelor of Law | 2015 | Government Law College, Mumbai****

* + Mumbai University
  + Secured 57.25% percentage.
  + Second Class

## ****Higher Secondary Certificate | 2010 | M.L. Dahanukar College of Commerce****

* + Mumbai University
  + Secured 64.33 % percentage.
  + First Class

## ****Secondary School Certificate | 2008 | VivekVidyalaya****

* + Mumbai University
  + Secured 77.84% percentage.
  + First Class with Distinction

**Additional Qualifications**

* Secured band 7 under IELTS - Academic
* Enrolled under the State Bar Council in 2016
* Personality development course: Indo- American Institute, CST.
* Microsoft Word, Excel, Power Point etc.

**Skills & Abilities**

**MANAGEMENT**

* Represented my team as the team lead in Scout and Guide (2007-08)
* Managed college annual functions and other events for Rotaract Club.
* Succeeded in organizing cultural programs in family and society.

**SALES**

* Co-founder of handmade accessories and gift cards named Style in motion.

**COMMUNICATION**

* Good verbal and written communication skills.
* Friendly, conversationalist and communicative.
* Good inter-personal relations.
* Good convincing skills and creative.

**LEADERSHIP**

* Elected as a leader of Scout and Guide for the year 2007-2008
* Elected as joint-secretary of R.C.D.C and vice-president of dance committee.
* Leaded team in various extracurricular competitions at Integreon.

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