



CONTACT

Mobile/Whatsapp:

+91 9633798123

E-mail:

: mashoorvallapuzha@gmail.com

LinkedIn:

: <https://www.linkedin.com/in/muhamed-mashoor-lawyer>

Location:

: Bangalore, India

CAREER OBJECTIVE

Aims to pursue career in a challenging environment where I can gain hand on experience and develop my skills as a professional while actively contributing to success of the organization.

SKILLS & STRENGTHS

- Legal Drafting
- Document Review
- Document Management
- Legal Writing
- Legal Research
- Strong Communication skills
- Teamwork and Leadership
- Mathematical and Analytical Skills
- Quick Learner
- Efficient in Time Management
- Litigation
- Proficient in Microsoft Office
- Touch-Typing in English
- Contract Law
- 138 NI Act

MUHAMED MASHOOR

LEGAL EXECUTIVE/ LAWYER

PROFILE

A passionate and energy driven legal professional with 5 years PQE and a proven track record of successfully representing clients in courts and as an in-house lawyer. My interests in History, Geography, Science and Technology and Economics have enabled me to approach challenges with a multidisciplinary perspective. Displays sound judgement and decision-making with outstanding problem solving and communication skills.

PROFESSIONAL EXPERIENCE

SENIOR EXECUTIVE- LEGAL

Institution: Mantri Developers Pvt. Ltd, Bangalore, India

Duration: Jan 2024- Present

- Overseeing and managing all legal matters pertaining to the organization.
- Scrutiny/Review all legal transactions regarding to or by company.
- Preparing note on title of the property
- Drafting all kinds of deeds & documents.
- Arranging documents for briefing the external counsels.
- Managing and assisting in litigations related to company before Consumer Courts, RERA, Civil Courts, High Courts and Supreme Court.
- Maintain organized files and documentation of legal matters.
- Collaborate with internal teams.
- Assist in Due Diligence.
- Monitor changes in laws, regulations, and industry trends affecting business.

ADVOCATE AND LEGAL CONSULTANT

Institution: VIDIADHARAN ASSOCIATES, Law Office, Palakkad, Kerala

Duration: April 2019 – October 2023

Roles and Responsibilities:

➤ Advocate

- Represent Clients in Courts, Tribunals and Forums.
- Draft Plaints, written statements, petitions, complaints, counters, affidavits etc.
- Perform Legal research to support litigation Strategy.
- Negotiate settlements with opposing Counsels.
- Litigation of both Civil and Criminal and 138 Cases.
- Interpret laws, rulings and regulations.
- Interview witnesses and other parties to the case.

LANGUAGES KNOWN

- English : Excellent
- Hindi : Strong
- Malayalam : Native
- Tamil : Excellent
- Arabic : Beginner

PERSONEL DETAILS

Date of Birth : 22/ 03/ 1994
Marital Status : Unmarried
Nationality : Indian
Passport Number: W3700830
Home Address : Thottathil House
Vallapuzha (PO),
Palakkad (Dist.)
Kerala, India
PIN: 679336

CERTIFICATIONS

- ❖ Certificate of Practice, Bar Council of India
Roll No: K/00530/2019
- ❖ BCS Level 1 Award in Touch-Typing (e-type) (QCF)
Accreditation No: 500/6430/7

- Lawyer and Legal Consultant
 - Negotiate and Draft Contracts.
 - Prepare Agreements and Affidavits.
 - Maintain positive client relations by responding to telephone calls and arranging client meetings.
 - Send Legal Notices on behalf of clients
 - Legal Scrutiny of Documents for Banks and Societies.
 - Advice on Title Derivation of immovable property.
- Advocate Commissioner
 - Inspect Land, Buildings and Properties on behalf of court.
 - Prepare reports.

LEGAL OFFICER

Institution: AIMBRIDGE EDUCATION

Duration: Jan 2020 – Present (Freelance)

- Prepare Legal Documents
- Legal Attestation
- Translation of Legal Documents (Malayalam to English)

INTERNSHIP EXPERIENCE

HIGH COURT OF KERALA

Ernakulam, India

Duration: April 2017 – May 2017

KERALA STATE ELECTRICITY BOARD

Shornur, Kerala, India

Duration: April 2016 – May 2016

TALUK LEGAL SERVICES COMMITTEE

Ottappalam, Kerala, India

Duration: April 2015 – May 2015

EDUCATION

 Bachelor of Business Administration & Bachelor of Laws (Honours)
University of Calicut – Kerala, India (Oct 2013- Nov 2018)

 Higher Secondary Education (Plus Two): Science
Board of Higher Secondary Examination – Kerala, India (2013)

 Secondary School Education (Matriculation)
Central Board of Secondary Education – Delhi, India (2011)