

MANIMEKALAI J

PROFILE

I am Confident in my abilities to produce results and while I prepare for the results. I do the work necessary to tilt the odds that the best will happen. I am the kind of person who is **deeply focused on self-development** and takes time out to developmental learning even though it's not a direct requirement of the job. I feel that these extra efforts that I make apart from the routine work and studies that I have, will differentiate from the rest. I believe that **discipline and work ethics**, things that I have learned.

EDUCATIONAL QUALIFICATION

COLLEGE/SCHOOL	QUALIFICATION
Dr. Ambedkar Government Law College, Pudhupakkam	B.A/B.L Course (5 Year Course)
MBN Girls Higher Secondary School, Chromepet, Chennai	Higher Senior Secondary (Class XII);
Holy Angels Girls High School, Chromepet, Chennai	Senior Secondary (Class X);

INTERNSHIPS

LAW FIRM OF Advocate, K.Sumathi, Chennai (December 2020 – March 2021: 3months)

- Assisted in drafting of various complaints written statement & legal notices which was helpful for the mentor.
- Prepared case notes and researched on various case laws and miscellaneous points of law to support the ongoing matters.
- Learned about TSLR Report and Registration of Property Documents.

ICUL Universal Legal Attorney Laws, (May 2021 – September 2021: 4 months)

- Assisted in drafting the Property related documents and Legal Research work in corporate matters and Civil.

- Formatting the Legal Documents and Property related Documents like Sale, Settlement, Partition Deeds Etc.
- Learned about the Corporate Litigation.

WORK EXPERIENCE

CENZA Technologies Pvt. Ltd., (November 2021 – December 2022) (1 Year)

- Analyzed and abstracted complex contracts, extracting key terms and clauses relevant to project requirements.
- Conducted thorough reviews of contract document to identify potential risk and opportunities.
- Expert in Contract Abstraction and Lease abstraction of UK and US Commercial Contracts and Agreements.
- Drafting and vetting of MSA, NDA, SOW and other commercial contracts.

LAW FIRM – Shree Law Services, Chennai (December 2022 – March 2025) (2.3 Years as freelancer)

- Practicing in the field of NCLT, NLCAT, DRT, DRAT and other Civil matters.
- Gaining the knowledge of High court, tribunal and other City Civil Courts.
- Responsibly did task that were critical to the proceeding of the case concerned.
- Prepared legal Scrutiny report and Legal Opinion to the Property documents.
- Learned Drafting the Property Documents and Registration of Sale Deed, MODT and Receipt Deed.

EXELA Technologies Private Limited. (April 2023- May 2025) (2.1 years)

- Experienced in drafting headnotes, legal editing, summary for Indian judgements for popular websites.
- Auditing the Headnotes drafted by the freelancers and have been in legal operations for various projects of Thomson Reuters.
- In support for the back office of UK and US Courts.
- Contract abstraction in CLM Process.

Xerago E-Biz Services Private Limited (June 2025 – till now)

- Legal Scrutinization of contracts with vendors and providing legal assistance to HR Department, Legal Head and Accounts Department.
- Drafting, Vetting and Abstracting of MSA, MSCA, MSLA and NDA.
- Contributing other Legal projects including Real Estate agreements.
- Review and analyzing legal documents for relevance, responsiveness, privilege, confidentiality, and other key issues as per Client instructions.

EXTRA-CURRICULAR ACTIVITIES

- Attended a workshop on "consumer law chaired by judge", held in March 2017 at Dr. Ambedkar Government Law College, Pudhupaakam.
- Attended a workshop on "Complaint, Fir & Preliminary Investigation- In Scope Of CRPC" headed by law student youth federation, held in July 26th 2020 through online.
- Attended a workshop on "patenting skills for lawye7 headed by PES UNIVERSITY, held in July 15th 2020 through online
- Attended a workshop on "bail & anticipatory bail" headed by law student youth federation, held in July 16" 2020 through online.

HOBBIES AND INTERESTS

- I'm passionate about chess, carrom & table tennis
- Reading & writing books.
- Traveling

PERSONAL DETAILS

Father's name	E.Jaganathan
Nationality	Indian
Date of birth	16-07-1999
Address	No.15, 2 nd Cross Street, Periyar Nagar, Kumarapuram, Chromepet, Chennai- 600044
Cender	Female
Marital status	Single
Languages known	Tamil & English
Email id	mekalaim8@gmail.com
Mobile no.	7358421935
Year of Graduation & Period	2021 (2016-2021)

DECLARATION

I hereby solemnly and sincerely affirm that the above made statements and information furnished by me are true, complete and correct to the best of my knowledge & belief.

Place:

Date:

MANIMEKALAI

