

T. Lakshmi
Contact No.: 9566244067
Email: rlakshmi533@gmail.com

PROFESSIONAL SUMMARY

A dedicated and detail-oriented legal professional with over six years of experience in the drafting, reviewing, and negotiating contract agreements, including Master Service Agreements (MSA), Non-Disclosure Agreements (NDA), License Agreements, Service Agreements, and Vendor/Consultant Agreements. Proficient in providing comprehensive legal support across various legal matters, including litigation, regulatory compliance, and dispute resolution. Adept at liaising with external counsel, managing case documentation, ensuring strict adherence to contract obligations, statutory requirements, and risk mitigation protocols.

LEGAL EXPERTISE

- **Contract Drafting & Negotiation:** Capability in drafting, reviewing, and negotiating a wide range of contract instruments, including licensing agreements, master service agreements, non-disclosure agreements, vendor contracts, and service-level agreements, ensuring their alignment with statutory and regulatory frameworks, notices, rental/lease agreements.
 - **Litigation & Dispute Resolution:** Substantial experience in preparing pleadings, affidavits, and legal submissions for contentious matters, including writ petitions, revision petitions, and pleading sets, with regular appearances before various courts and tribunals.
 - **Court Experiences and Appearances:** Represented clients in hearings before diverse judicial forums, including the Central Administrative Tribunal (CAT), Family Court, High Court, and District Courts. Assisted in the filing and procedural management of cases before Debt Recovery Tribunals (DRT) and Debt Recovery Appellate Tribunals (DRAT), ensuring compliance with procedural requirements and supporting clients in navigating the legal complexities of debt recovery.
 - **Legal Research & Advisory:** Proficient in conducting thorough legal research, interpreting case law, and providing concise legal opinions on various complex legal issues, ensuring sound decision-making and compliance.
 - **Legal Documentation and Reporting:** Drafting and organizing legal documents, including service agreements, amendments, vendor contracts, and other legal communications, using advanced tools such as Microsoft Office (Word, Excel and PowerPoint).
 - **Client and Counsel Coordination:** Skilled in managing client relations, coordinating with external counsels, and providing regular updates on case status and legal developments.
 - **Regulatory Compliance & Risk Management:** In-depth understanding of legal and regulatory frameworks affecting contract agreements and business operations, with proven ability to identify, mitigate, and manage legal risks through comprehensive contract management processes
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PROFESSIONAL DEVELOPMENT

- **2014:** Presented a paper titled “Child Rights with respect to Child Marriage” at the National Seminar on Child Rights organized by Tamil Nadu Dr. Ambedkar Law University.
- **2015:** Participated in a seminar on “Digital Evidence and Cyber Law” organized by the Indian Society of Criminology at the University of Madras.

- **2018:** Attended a seminar on “Legal Process and Practice in Law Firms” organized by the G&S firm.
 - **2018:** Attended a seminar on “Effective Time Management for Legal Professionals” organized by WLA.
 - **2019:** Delivered a presentation on the role of the National Bio-Diversity Authority in environmental law.
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PROFESSIONAL EXPERIENCE

Legal Executive

SUN Network Ltd.,
December 2019 – Present

Associate

Giridhar & Sai Advocates & IP Attorneys
February 2018 – November 2019

Junior Associate

Arunai Associates Law Office
June 2017 – February 2018

EDUCATION

Bachelor of Arts, Bachelor of Law (Hons.)

The Tamil Nadu Dr. Ambedkar Law University – School of Excellence in Law, Chennai
2012 – 2017

ADDITIONAL INFORMATION

- **Age:** 30 years
- **Total Experience:** 6 years
- **Languages:** Tamil (speak and write), English (speak and write), and Hindi (speak)