

SAILA RANJAN MISHRA

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Challenging assignments in Legal Affairs with an organisation of repute

PROFESSIONAL PROFILE

15+ years of rich experience in handling Legal Affairs, Litigation Matters, Legal Documentation and Liaison Work. Proficient in drafting Agreements, Contract, Legal Notices, Show Cause Notices, Written Statements, Appeals, Case Papers, Affidavits, etc. for legal proceedings. Effectively rendered advice & suggestion to companies on issues of Company Law and Procedure. Well versed with Civil & Corporate Litigation Tools & Systems. Conducting and handling cases of all types mainly dealing with Civil & Criminal Cases, Writs, Banking, Negotiable Instruments, Corporate, Consumer, Labour & Service Laws. Proficiently handled cases before High Court of Orissa, District Courts, Industrial Tribunal, Administrative Tribunals, Debt Recovery Tribunal, Arbitration Proceedings and Consumer Forums. An effective communicator with exceptional relationship management skills & adept at maintaining cordial business relations with legal counsels and other external agencies.

ACADEMIA

L.L.B. From Madhusudan Law College, Utkal University, Bhubaneswar,

BA (Hons.) from Utkal University, Bhubaneswar, Orissa,
MBA continuing at Regional College of Management, BBSR

CAREER SKETCH

Working as a Legal Counsel for the following Institutions & Companies

- * Rail Road Construction Company Pvt. Ltd., Faridabad, since the year 2002
- * Alok Batteries Pvt. Ltd., Jagatpur, Orissa, since last 10 years
- * Monarch Aqua Pvt. Ltd, Bhubaneswar, Orissa, since 2002
- * Dist. Havildar & Constable Police Association, Cuttack, Orissa, since 2003
- * All Orissa Homeguard Federation, Cuttack, Orissa, from 2008
- * East Coast Railway(Construction Organisation)
- = East Coast Railway Promotee Officers Association, from 2005
- = Jyoti Industries Pvt.Ltd, Jagatpur since last 10 years
- = Usha Enterprisers, Badambari Cuttack from 2006
- = Police Officers Association, Cuttack from 2004

- * Other Companies and business Firms of Orissa, presently continuing

FUNCTIONAL SKILL SET

Legal Consultancy

- * Providing Legal advisory & research oriented services on various Legal issues, interalia by furnishing legal opinions on Company Law, Banking Law, Civil Law, Criminal Law, Labour & Industrial Laws Contract Laws, Personal Laws, IPR Laws, Consumer Laws, etc.
- * Conducting research on various matters involving diverse provisions of law, and getting favorable Court decisions / points to the organisation.
- * Providing necessary legal advice as and when required, in respect of the suits to be filed, appeals to be preferred, and on other connected issues.

Legal Documentation and Contract Administration

- * Involved in finalising terms & conditions of contracts including performing analysis to ensure that contracts are within negotiated & agreed-upon parameters.
- * Drafting of Statutory Notices, Conveyance Deeds agreements like Employment Agreements, Surety Agreements, Confidentiality Agreements and Agreement to sale & getting the agreements registered with help of the executives; coordinating with other departments in regard to smooth operations without legal issues.
- * Ensuring that the contracts/ agreements drafted / vetted complies with the statutory requirements such as proper stamping, registration & thus to ensure due legal enforceability.

Legal Operations

- * Scrutinising & approving reports furnished by the panel Advocates with regard to the marketability of the title to be taken as a security in respect of the limits/loans to be sanctioned.
- * Approval and Payment of Advocate bill, court fee, conducting of Advocates meet, monitoring of their performances.

Litigation Support

- * Providing litigation support in respect of the cases filed by the organisation as well as the cases filed against the organisation inter-alia by approving the plaint, written statements, reply versions, writ. appeals, original applications to be filed before DRT, affidavits, petitions etc.
- * Providing necessary advice with regard to the suits to be filed, appeals to be preferred and other connected issues as when required.
- * Negotiating with the company advocates with regard to the cases.
- * Settling of any issues those arise between the company and the customers, vendors/ land owners.

Achievements

- * successfully handling labour related issues between labour unions, Management of M/S Nalco and management of M/S Rail Road Constuction Company
- * Sucessfully handling promotion Cases of Havildar and Constables of Orissa Police enabling a large number of them for promotion to the post of Asst.Sub Inspector of Police.
- * Sucessfully negotiate with Indian Overseas Bank on behalf of Monarch Aqua Pvt Ltd to finalise the debt recovery cases.
- * Deals various others issues with finance companies,banks,insurance companies etc.

PERSONAL DOSSIER

Date of Birth : 03.06.1965

Enrolment Number in Bar Coucil No: 0632/89

Language Proficiency : *English, Hindi and Oriya*

Address : - S.R.Mishra, Advocate

C/o - P. K. Lenka, (Spl. PP)

Mahanadi Ring Road,

Near Engineering College Play Ground,

Mangalabag, Cuttack - 753 007