

# Sumeet Wadhvani

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## Synopsis

- A professional lawyer with over **9 years** of experience in **Commercial Disputes and Litigation, Contract Drafting, Negotiations and Management, Intellectual Property Rights and Corporate Secretarial / Statutory Compliances**.
- Qualified as **Master of Laws**.
- Well-versed with the **International Commercial Contracts**.
- Proficiency in **tools/software such as CLM, ICAP, Ariba, Lexis Nexis, Manupatra and Blueprint (Corporate Secretarial Tool)**.
- Certified **Six Sigma -Yellow Belt**.
- A team worker with an ability to work independently.

## Work Experience

<b>May 14'- Till date</b>	<b>GxP Pharmaceuticals Private Limited (Generic Partners Pty Ltd, Australia)</b>	<b>Legal Counsel</b>
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GxP is an affiliate of Australian based generic pharmaceutical company - **Generic Partners Pty Ltd**. Generic Partners group is engaged into the business of Product Development, In-Licensing, Out-licensing, contracting third party manufacturers to manufacture the Products, supply the Products to various customers in Australia, European countries, USA, Canada and South Africa.

### Key Deliverables:

#### Commercial Disputes, Litigations, Claims, and Settlements:

- Primary point of contact for handling all disputes, claims and litigation matters of suppliers and service providers;
- Assisting in customers' and intellectual property litigations and disputes;
- Conducting internal investigation for any dispute and preparing detailed report / summary of the same.
- Liaising with the external law firms and lawyers;
- To provide with alternative approaches in dealing with the disputes to achieve the best legal and commercial outcome in accordance with the requirements.

#### Contract Management:

- Drafting, reviewing and negotiation of Agreements, Variations and other related documents;
- Well-versed with License and Supply Agreements, Technology Transfer and Contract Manufacturing Agreements, Product Development Agreements (R&D), BE Study Agreements, Patent Settlement and Royalty Agreements, API Supply Agreements, CDAs (NDAs), etc.;
- Developed standard agreement templates and prepared checklists (playbook);
- Developed Contract Administration Process from scratch and making continuous improvements.

#### Legal Support:

- Played a vital role in the acquisition of the company;
- Support to Finance Department: Tracking milestones payments, claims management, reimbursement of fees, calculations of Profit Share and Royalties, etc.;
- Providing legal advice to the concerned departments and assist in projects as the need arises;
- Assistance in Pharmacovigilance and GMP/Quality/Technical Agreement.

#### Secretarial Compliances: (Currently this responsibility is not with Legal Department)

- Looking after all the statutory compliances under Companies Act, 2013, compounding and shifting of registered office (from one ROC to other);
- Co-ordinating and settlements with shareholders and investors.

<b>Aug 12'- April 14'</b>	<b>Link-Info Business Services India Pvt. Ltd. (a subsidiary of LINKLATERS)</b>	<b>Contract Management - Specialist</b>
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Link-Info Business Services is the subsidiary of Linklaters, incorporated in India with the help of Infosys to provide paralegal services to its parent company and subsidiaries. My role was to support the Procurement, Sourcing and Supply department by providing effective Contract Management and acting as Single Point of Contact for all the vendor contracts.

**Key Deliverables:****Drafting Agreements & Variations:**

Creating draft Agreements & Variations by using the Standard Templates, Business Terms Sheet received from concerned departments and Contract Guidance of the Organisation. The Agreements include Agreement for Supply of Goods & Services, Facilities, Software, Lease, Operations, etc.

**Negotiations & Risk Assessments:**

- Reviewing Vendors' draft Contracts, SOWs and other related documents by comparing with the standard draft / clauses and using Contract Guidance of the organisation.
- Forwarding the redlined draft with highlighted key risks and deviations and issues list to the Contract Owner.

**Financials & Claims Management:**

- Preparing invoice trigger plan and auditing invoices (contract v/s invoices) for selected contracts.
- Preparing Occurrence Report, analysing Service Levels and determining Service Credits from the Contract, sending Notification to the Contract Manager, intimating Accounts Payable department after confirmation from Contract Manager, ensuring to receive credit note for such event.
- Obligations Tracking: Tracking obligations of the parties under contract through CTS (Compliance Tracking System) for selected contracts and sending reports for the same.

**Contract Administration:**

- Reviewing and uploading contracts and other related documents onto ICAP (Infosys Contract Administration Platform), abstracting important information and setting up alerts;

**Feb 11'- July 12'****The Gem & Jewellery Export Promotion Council.****Asst. Manager  
Legal &  
Secretarial  
Compliances**

The Gem & Jewellery Promotion Council is a company established by Ministry of Commerce and Industry, Government of India. Council represents and promotes the business activities of Indian exporters of diamonds, gems and jewellery and other activities relating/incidental to the promotion of the Indian diamonds, gems and jewellery industry.

**Key Deliverables:****Drafting Agreements & Contract Management**

- Drafting, negotiating, vetting Contracts / Agreements, amendments, addendums, renewals, extensions, Work Orders, MOUs, LOI, etc.
- Customization and Implementation of Microsoft Dynamics NAV for Contract Management.

**Secretarial Compliances**

- Preparing Notes on Agenda & Meeting Minutes, and Conducting Board of Directors' Meeting and AGM.
- Ensuring timely statutory filings, compilation of annual report, maintaining statutory records and complying with ROC.

**Litigation Management & Legal Issues**

- Following-up with Organisation's litigations, liaising with Law Firms and Senior Counsels
- Drafting legal notices (including NI 138), Notifications, Corrigendum, etc.
- Replying to RTI Applications.
- Analyzing and researching on the legal issues faced by the organization, industry and/or members, and resolving the same.

**Intellectual Properties**

- Application and Registration of Trade Mark (TM) and Geographical Indication Marks.
- Drafting notices for infringement of trademark.

**Nov 09' – Feb  
11\*****Pangea3 - Thomson Reuters Legal Database Systems  
Pvt. Ltd.****Legal Associate**

Pangea3 is now part of Thomson Reuters, the world's leading provider of intelligent information to businesses and professionals. Thomson Reuters and Pangea3 are committed to serving the legal workflow needs of corporate legal departments and law firms worldwide.

**Processes:**

- **Contract Management**  
-Contract drafting, Contract Abstraction, Contract administration, etc.
- **Statutory Filings.**  
- Annual Report, Registration, Withdrawal, Other Regulation Filings (FR Y-10, FR Y-6 and Regulation-L (Banking)).
- **Corporate Compliance Research.**  
- Researching Specific Requirement and monitoring Compliance with Researched Requirements.
- **Drafting Corporate Documents.**  
- Resolutions, Meeting Minutes, Meeting Notices, Repository of Template Documents.

**Feb 08'- Nov 09'**

**Mindcrest India Pvt. Ltd, Pune**

**Legal Associate**

Mindcrest, US based company has pioneered offshore legal services in India and is the largest and one of the most recognized and respected legal services companies in the industry.

**Processes:**

- Contract Review & Abstraction.
- Documents Review.
- Legal Research.
- Search on Case laws and its procedural history.
- Case Briefing.

**Academic Credentials**

- Master of Laws in Business laws with First Class.
- Bachelor of Laws with First Class.
- Bachelor of Commerce.

**Computer Proficiency**

- Microsoft Office; Outlook, Word, Excel, Power Point, etc.
- Various tools and ERP systems
- Tally 5.4
- Typing speed of 50 w.p.m

**Personal Details**

Date of Birth : 19<sup>th</sup> of Sept 1983.  
Nationality : Indian  
Marital Status : Married  
Gender : Male  
References : Available on request.

\*Re-joined.