**Deepa Sajjanar**

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**Legal Counsel** – Offering **11 years** ofdiversified experience in **Legal/Secretarial & Corporate Affairs** targeting **senior level assignments** preferably in **Bangalore/Overseas**

**PROFILE SUMMARY**

* Proficient in drafting reviews, negotiating contracts, review compliance framework, non-compliances risks analysis, induction programme on business ethics and code of conduct
* Exposure of working with a team assisting stakeholders in transactional work in more than 30 countries
* Extensive knowledge in contracts, compliance and training, licensing, e-contract management, legal research and so on
* Strong, pragmatic business acumen with the capability to recognize the business consequences of legal advice and provide creative solutions to complex legal problems
* Renowned as a Trusted Advisor for resolving various issues on corporate governance and fiduciary duties, ethics and compliance, and strategic transactions
* An eye for detail on work-related tasks to ensure desired quality and for better time management; possess strong commitment to the workplace and the responsibilities

**CORE COMPETENCIES**

~Commercial Contracts ~Company Secretarial Operations ~Corporate Governance

~Risk Assessment ~Regulatory Compliance ~Business Advisory & Solutions

~Best Practice Implementation ~Training and Induction ~Due Diligence

**ORGANISATIONAL EXPERIENCE**

**Since Feb’13 with Novo Nordisk, Bengaluru as Legal Counsel**

**Key Result Areas:**

* Reviewing, drafting and negotiating in Contracts, Power of Attorney, Letter of Intent, Master Service Agreement and SoW
* Researching on Pharma Laws; conducting periodic audits to ensure Business Ethics policies are followed and applied on a daily basis internally as well as externally
* Extending support on compliance matters, business ethics and adherence to FCPA (Foreign Corrupt Practices Act)
* Facilitating time-to-time update in policies on global level by interacting with local legal coordinators globally
* Flying frequently to countries in Europe and Asia to train and assist stakeholders on various projects
* Providing assistance in:
* Creating compliance framework, SOP (Standard Operating Procedures) to stakeholders
* Risk Assessment for Third Party Representatives, Legal Due Diligence, Legal searches to ensure compliance with companies Business Ethics programme
* Preparing training materials for internal use and for stakeholders on a global level
* Training & inducting new hires on the legal process

(Frequent Travel to assist stakeholders overseas on projects)

**Highlights:**

* Extensively supported on Company Secretarial projects in over 35 countries round the globe to ensure changes are updated and maintained in company records

**Jun’09 – Feb’13 with CCI Valves, Bangalore India as Compliance Analyst**

**Key Result Areas:**

* Reviewed Contracts & Purchase Orders for Inside Sales, Outside Sales & Business Unit of organization
* Advised, drafted & negotiated sales & business contracts and service contracts
* Identified and evaluated the commercial, contractual, economic, financial and legal risk
* Worked with the sales in strategic contract management in pre-sales stages
* Assisted US-based General Counsel in managing firm’s compliance platform which included:
* Monitoring and auditing compliance policies and procedures
* Conducting due diligence reviews and routine audits on agents and third party intermediaries
* Maintaining the company’s compliance records
* Managed OFAC (Office of Foreign Asset Control) screening to identify potential risks, performed related research and escalated in the cases, necessary
* Vetted documents to ensure accuracy and timely commissions release to agents for the services rendered
* Assigned and maintained all Compliance Programs required for existing and new hires which included Code of Business Conduct, Anti-Bribery and Corruption Policy and Fair Markets, Anti competition Policy and FCPA
* Liaised with the monitor from Department of Justice, USA
* Prepared sample templates for effective Due Diligence work and Internal Sales Audit
* Supported HRM in ensuring that confidentiality remains during investigation on any employee

**Highlights:**

* Invited to California, USA to learn and understand the various projects managed by Senior General Counsel
* Received award for Outstanding Performance in 2011

**Jul’06 – Jun’09 with Ocwen Financial Solutions. Pvt. Ltd., Bangalore as Licensing Specialist**

**Key Result Areas:**

* Tabulated the **compliance** requirements in the form of Matrix for Mortgage and Debt Collection Agencies
* Assisted Senior Counsel in training business units (Correspondent and Fulfillment Operations) on contractual clauses and streamlined existing Loan contract negotiation process for efficiency; reduced TAT (turnaround time) to better handle increasing business requirements
* Maintained existing **Licenses** to ensure continued Business Operations and due diligence of the Licensing documents before submission to Government agencies & regulators of various States in US within stipulated time/deadlines
* Reviewed all **contracts** of organization and its subsidiaries as per the Standard format and the requirements for later approval by counsel before the finalisation
* Conducted **legal surveys** and followed up with the specific notifications and rulings passed by the regulators; experience in application of US state specific laws and consumer codes
* Supported business units with Law Department maintained Standard **Templates** as & when required to make contract within the organization or for a 3rd party and kept in constant touch with business unit till the finalisation of agreement
* Stored the respective documents (post finalisation of template and business unit entering into contract with third party) in **vault** by giving the agreement a unique number for easy retrieval during a later requirement
* Reviewed **loan documents** in litigation to ensure charges made on client or customer from organisation’s end are in compliance with Law of the State
* Worked with **legal database** such as Counselor library and Westlaw
* Prepared study material basis the laws for certain departments in the organization and conducted online examination with the aim of keeping the business unit apprised on important Laws of State

**ACADEMIC DETAILS**

* B.A. L.L.B. from University Law College, Bangalore in 2006
* Certified Handwriting Expert from Handwriting University USA

**IT SKILLS**

* MS Word, PowerPoint & Excel
* Legal Database Software: Westlaw and LexisNexis

**PERSONAL DETAILS**

Date of Birth: 1st November 1983

Languages Known: English, Hindi and Kannada

Address: 339 1st Stage KHB Colony

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