**VIVEK KUMAR**

**E-Mail:** vkvkumaradvocate@gmail.com

**Phone: +**91-9818081340 / 7042090123

Offering **over 7 years** of commendable experience in managing **end-to-end** **Legal Matters / Contract / Documentation / Advisory**; targeting challenging mid-senior/senior level assignments with an organisation of high repute; preferably in **Delhi- NCR**

**PROFILE SUMMARY**

* Experience in **implementing operational, legal** **policies** involving **effective** **control** **measures** w.r.t. developing procedures, service standards and operational legal policies
* Skilled in implementation of effective control measures for related legislations, agreement, works contract act, **legal** **proceeding** in the courts, including civil, criminal, labor and arbitration, vetting & contracts
* Experienced at providing effective day-to-day advices on corporate and commercial laws, legal documents, merchant/vendor/service provider/agency agreements, company / commercial laws and cross border agreements
* Effective in forecasting, strategizing, decision-making and implementing legal decisions,creating templates,redlining of potential risks, reviewing legal documents/agreements, terms and conditions,privacy policies,disclaimers,code of conduct,financial bid,Letter of Intent (LOI), request for proposal**,** and company & commercial laws under **various** **Indian** **Acts, rules,directions** and **regulations**
* Strong **management skills,** with proficiency in leading & **motivating individuals** to maximize **levels of efficiency**; **possess an analytical mind** with the capability to think **clearly** and **logically**

**CORE COMPETENCIES**

~ Legal Advisories / Compliance ~ Commercial Agreements ~ Drafting, Vetting & Redlining

~ Legal Risk Management ~ Legal Research / Investigation ~ Litigation Management

~ IPR Management ~ Attending Court Proceedings ~ Team Management

**NOTABLE ACCOMPLISHMENTS ACROSS THE CAREER**

**Bajaj Finserv Limited**

* Monitored/advised w.r.t. new products introduced in the market by BFL
* Drafted templates,negotiated,highlighted risks in various consumer lending agreements, especially interest subsidy agreements with OEMs,Dealers,Merchants
* Advised,created templates and red lined various statutory compulsions in online consumer business,Cobranding cards,EMI cards and related policies,terms and condition and code of conduct

**One97 Communications Limited (Paytm)**

* Analysed contracts for content, clauses and definition and identified potential legal risks,operational/technical flaws,coordination gaps between core business verticals and handling of customer doubts/disputes that helped in reducing / overcoming potential risks
* Received a promotion within a short period of just 6 months after joining the organization
* Monitored/advised/due diligence w.r.t. Aliababa & Paytm deal for creating three different entities
* Led end-to-end corporate legal function, selected & administered outside counsel, litigation management and risk management and improved disputes handling procedure/mechanism,educated in and out legal risk to various vertical heads in the organisation (e.g. improvement in any of the process that helped the organisation)
* Directed the entire gamut of operations of E-Commerce & IT such as online-offline security, authentication, domain name registration, electronic payment issues, content regulation, master service/procurement agreement, maintenance agreement, service level agreements, Letter of Intent (LOI),Request For Proposal (RFP) and so on
* Supervised complete operations of legal compliances and mitigated risks w.r.t. remediation’s matters; complied with various licensing laws and thus contributed by way of effective legal risk management
* Controlled and supported Payment Gateway Agreements, Payment Acceptance and Solutions Agreement, Bill Payment / Utility Bill, Online and Offline Wallet, Cash Gratification, Alliance/Promotion Agreement and so on
* Steered functions of 89 national, international brand, new lead generation and strategic alliances for various verticals comprising strategic partnerships with theme park verticals, event aggregators, OEM,automobile brands & dealers-PAN India

**SBR Legal, Advocates & Solicitors**

* Spearheaded entire functionality of drafting, vetting, preparing and finalizing various agreements pertaining to various departments of the clients like Marketing, HR, IT, Finance, Projects and Supply thus contributed by way of providing extensive legal solution
* Drafted major copyright and trademark infringement notices and replies and managed Consumer cases before Courts, District/State/National Commissions o Section 138 Cases, Notices and Protection of Intellectual Property

**ORGANISATIONAL EXPERIENCE**

**Bajaj Finserv Limited, Mumbai Since Apr’17**

**Position: Legal Counsel**

**One97 Communications Limited (PAYTM), Noida Sep’15 - Mar’17**

**Growth Path:**

*Senior Associates Sep’15 – May’16*

*Team Lead May’16 – Mar’17*

**SBR Legal, Advocates & Solicitors, New Delhi Feb’14 – Sep’15**

**Position: Senior Legal Associate**

**~ Key Result Areas ~**

* Ensuring due diligence and providing legal opinions for matters and aspects
* Drafting, vetting & reviewing legal documents, policy documents,code of conduct,terms and condition, and legal agreements
* Coordinating with external counsels on legal matters and assisting & briefing senior management in the progess
* Participating in diligent research; managing special arrangement with OEMs, Dealers, Merchants & Professionals
* Reviewing ongoing cases and advising management accordingly; coordinating with the various Government Departments
* Preparing agreement and commercial reports, contract documentation and representing the company w.r.t. negotiation, drafting commercial documents and closing of large commercial transactions
* Confirming proper maintenance of agreements such as:

*~ Agreement to Sell ~ Advertisement Agreement ~ Content Agreements*

*~ Marketing Agreements ~ Consultancy Agreements ~Marketplace Agreements*

*~ Alliace Agreements ~ Logistis Agreements ~ Procurement Agreements*

*~ Payment Facility Agreement ~ Contract Manufacturing ~ Cobranding Agreement*

*~ Collaboration Agreement ~ Service Agreements ~ MOUs*

*~ Brand Store Agreement ~ Letter of Intent ~ Engagement Letters*

**PREVIOUS EXPERIENCE**

**Feb’12 – Jan’14** *with* **JS Law Chambers, New Delhi India** as ***Senior Associate***

**Jul’10 – Feb’12** *with* **Singhania & Co. LLP, New Delhi, India** as ***Associate***

**ACADEMIC DETAILS**

* P.G. Diploma in Media Laws (Media and Entertainment Laws) from National Academy of Legal Studies and Research, Hyderabad, India in 2012
* PG Diploma in Patent & Intellectual Property Laws (US & India) from Global Institute of Institute of Intellectual Property Law, New Delhi, India in 2011
* LL.B. (Honors) from Guru Govind Singh Indraprastha University, New Delhi, India in 2010
* Diploma in Cyber Law from Asian School of Cyber Laws, Pune, Maharashtra and Government Law College, Mumbai, India in 2007

**Other:**

* Course on Cyber Crime Investigator from Asian School of Cyber Laws, Pune, Maharashtra, India in 2008

**PROFESSIONAL MEMBERSHIP**

* Bar Council of India and High Court Bar Assocation : Member during Jul’10

**KNOWLEDGE PURVIEW**

* Possess valuable functional and in-depth implementation knowledge of the following:

*~ Contract Law ~ Intellectual Property Laws ~ Media / Entertainment Law*

*~ Indian IT Act ~ Legal Metrology Act ~ Labour Laws*

*~ Ecommerce laws ~ Commercial law ~Competition laws*

**IT SKILLS**

* Legal Database / Tools such as SCC Online, Manupatra & Lexis Nexis
* MS Office & Internet Applications

**PERSONAL DETAILS**

**Date of Birth:** 14th September 1987

**Languages Known**: Hindi, English & Bangali

**Address**: AO-70, Kalakunj Apartment, Shalimar Bagh, New Delhi - 110088