

## CURRICULUM VITAE

**Ritvik Mawkin**

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### **WORK EXPERIENCE**

- Screenwriter at **Little Lamb Films, Mumbai** – January, 2020 to Present
  - Developing Bibles for Long form content which includes web series, shorts and features.
  - Developing the plot of the series and preparing outlines, character arcs and the vision of the project.
  - Writing the screenplay of different episodes once the Episodic breakdown is locked.
  - Writing synopsis for scripts and preparing the decks for presentation.
- Content Writer at **Sportz Interactive, Mumbai** – October, 2018 to January, 2020
  - Writing articles pertaining to Football, Cricket and Kabaddi for clients based out of Europe and Canada –Sportsbet, Bodog and SportsAdda daily.
  - Formulating and strategizing content plan on a weekly basis with emphasis on current scenarios taking place in the world of sports.
  - Handling the social media accounts (Twitter, Instagram and Facebook) of the above-mentioned clients
  - Conducting exclusive interviews with players for various accounts
  - Writing stats-based articles to provide a clear understanding of the upcoming series or fixtures.
- Freelance Scriptwriter, **Mumbai** – October, 2018 to Present
  - Wrote a screenplay of a short film for the India Film Project – Season 9. Shortlisted in the top 50 for the same.
  - Working on independent projects – writing screenplays for short movies.
  - Registered member of the Screenwriters Association of India (SWA)
- Associate (Legal & Compliance) at **Blacksoil Capital Private Limited, Mumbai** - January, 2017 to June, 2018

#### **Non-Convertible Debentures:**

- Assisted in drafting and reviewing of Letter of Intent, Offer Letter, Debenture Trustee Agreement and Debenture Trust & Hypothecation Deed for the first and subsequent issuance of NCD's by the Company. Reviewing KYC Documents and preparing tracker for compiling all the data received pertaining to the Investors.
- Reviewed and filed forms on MCA in pursuant to perfection of security for the issuance of NCD's by the Company. Also drafted Intimation Letters to Debenture Trustee for Substitution of Security in the case of change in security for the issued NCD's

#### **Deal Monitoring:**

- Prepared Pre-Disbursement Notes for every transaction capturing the details of the Deal i.e. terms of repayment, security, tenure, prepayment, events of default etc. and monitoring the Conditions Precedent to be completed before the day of Disbursement.
- Review and vetting of documents received post disbursement and analyzing the cash burn of the Borrowers in order to assess the cash available to the company to run its business
- Providing updates on Conditions Precedent & Conditions Subsequent to the Transaction to the Management of the company in order to comply with the Conditions of each disbursed loan
- Prepared and finalized Internal Audit Reports for the loans disbursed with the Internal Auditor of the Company.

#### **Risk & KYC Assessment:**

- Reviewed and analyzed CIBIL Reports of the Borrowing Companies and their Promoters.
- Prepared Risk Assessment Reports based on the analysis of the CIBIL reports and brought out any severe discrepancies.

**Venture Debt:**

- Assisted in drafting Term Sheets for venture debt deals funded by the company.
- Assisted in drafting Non-Disclosure Agreements & NOC's between the Lender and the Borrower Companies
- Assisted in reviewing Facility & Hypothecation Agreement, Promoter's Undertaking, Power of Attorney and Escrow Agreements for the debt deals
- Conducted limited due diligence of the Borrowers which included checks on MCA, Watch out Investor, CIBIL and assessment of MOA & AOA of the Borrower Company

**Miscellaneous:**

- Prepared and drafted legal notices to be sent to the Borrower in case of an Event of Default occurred in any transaction
- Assisted in preparation of Transaction documents and diligence of the mortgaged property for a LAP Transaction

➤ Associate, **Dhruve Liladhar & Company, Mumbai** – March, 2016 to September, 2016

- Prepared reports and assisted in due diligence for matters dealt by the Partner.
- Assisted the senior counsels in civil/criminal matters before the High Court of Bombay and District Courts:
  - Monitored the case status and charted out the line of action
  - Legal research and prepared case notes of the matters already decided for similar or the same subject matter
  - Reviewed the documents to be filed
  - Attended the matters and conferences with the advocates on record and counsels
  - Liaised with the advocate on record and communicated to the management the suggested course of action
- Made presentations for senior advocates in the firm on the new developments in the real estate sector from time to time.
- Assisted in drafting and reviewing of Alternate Accommodation Agreement, Gift Deeds and Memorandum of Understanding for various cases.

**EDUCATIONAL QUALIFICATION**

Course	Institution	Board/University	Year	Marks
Investment Banking (7-week Course)	School of Investment Banking, Mumbai	-	2016	-
B.A., L.L.B (H) (5-year law course)	Amity Law School, Noida	Amity University	2015	5.99/10
XII	Amity International School, Noida	CBSE	2010	81%
X	Amity International School, Noida	CBSE	2008	85%

**INTERNSHIPS**

- Legal Trainee at **Athena Legal, New Delhi** – October, 2015 to February, 2016
  - Drafted and reviewed legal opinions pertaining to Food Safety Standards, Legal Metrology Act and Corporate Compliances
  - Drafted legal opinions on filing trademark applications in countries such as Canada and U.A.E

- Legal Intern at **International Bridges to Justice, New Delhi** – April, 2015 to May, 2015
  - Drafted E-learning modules for International Bridges to Justice web site for the various topics assigned.
  - Assisting and coordinating with the Tihar Jail authorities and providing organizational assistance for organizing a Legal Awareness event for all the under-trial prisoners
- Legal Intern at **AZB & Partners, Noida** - June, 2014
  - Drafted a note on statutory compliances under various labour law legislations in India such as Contract Labour(Regulation & Abolition) Act, 1970.
  - Researched on the applicability of Build, Own and Operate (BOO) concept in the Indian Construction Industry
- Legal Intern at **Priti Suri & Associates (PSA) Legal, New Delhi** - May, 2014
  - Drafted Client opinion on establishing an Independent Contract Agreement for a foreign client in India.
  - Assisted in drafting a note on the Indian Defence Procurement Policy, 2013
- Legal Intern at **Hemant Sahai Associates & Advocates, New Delhi** – May, 2012 to June 2012 & May 2013
  - Reviewed documents and drafted client opinion on matters relating to Indian Contract Act
  - Reviewed and drafted a short note on Karnataka Renewable Energy Development Limited (KREDL) policy 2009-2014 and Guidelines for Wind Evacuation Policy in Andhra Pradesh
  - Assisted and drafted briefs on various Indian Labour Law legislations

## **ACHIEVEMENTS & INTERESTS**

- Enrolled at the Bar Council of Delhi and cleared the All India Bar Examination in March, 2016.
- Winner at Two Inter College Dance Competitions at NLU Delhi & Jamia Milia
- Author of over 150 articles on sports and lifestyle for clients based out of Canada and Europe
- Performed at Commonwealth Games, New Delhi (2010) at Closing Ceremony with Shiamak Davar Institute of Arts
- Workshops with Shiamak Davar over a course of 3 years.
- Active Member of the Legal Aid Cell in Amity Law School.

### **Personal Dossier:**

**Father's Name:** Rajeev Mawkin.

**Date of Birth:** 22<sup>nd</sup> September, 1992. **Sex:** Male.

**Interests:** Urdu Poetry, Movies (all of them), Theatre, Dancing, Avid Football Fan & Learning Violin

**Language Proficiency:** English & Hindi.

**Computer Proficiency:** MS-Office and web-based legal search engines like Manupatra, Westlaw, SCC.