

CURRICULUM VITAE

PRAVIN KUMAR SHAHI

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Career Objective

To constantly improve myself in all walks of life with special focus on the area of knowledge and skill building in various dimensions of legal services, and effective contribution in the work.

Education Background

LL. B: Banaras Hindu University, Varanasi (BHU) – June 2000

Bachelor of Arts: Banaras Hindu University, Varanasi (BHU)

Key Skills

Drafting, Pleading, Handling, Briefing Matters

Good knowledge of Computer (MS Office, Legal Software's & Internet)

Professional Experience

August 2012 Onwards: Assistant Manager (Legal), Poonawalla Fincorp Ltd. (Formerly known as Magma Fincorp Limited)

Professional Responsibilities

- Monitoring the cases relating to Consumer, Criminal, Section 138 of Negotiable Instrument Act, Civil and Execution of Award.
- Preparing the Execution petition, written statement, complaint.
- Preparing and sending notices to clients
- Providing legal support to recovery team like warrant execution, Police calling etc.
- Initiating and follow up for arbitration proceedings.
- Active participation in the collection of High ODPOS accounts
- Liaising with Government Authorities and Other Concerned Authorities

Jan 2000-Apr2008, & Feb 2009-Aug 2012: Advocate, Muzaffarpur Civil Court

- Handled cases related to Title Suit, Partition Suit, Probate, Matrimonial Cases, Suit for Declaration, Suit for Pre-Emption, Certificate cases, Consumer Cases, Criminal Cases etc.
- Drafting of legal documents such as Sale Deed, Agreement for Sale, Agreement, Power of Attorney, and Public Notice, anything relevant thereto as per requirement of transaction.

May 2008- Jan 2009: Assistant Manager Land Acquisition, Reliance SEZ Pvt. Ltd., Navi Mumbai

Professional Responsibilities:

- Liaise with the Company's Solicitors/Advocates for Legal (Basic Requirements) Due Diligence, Title Clearance and other assignments.
- Legal due diligence, title investigation/Search of property (7/12 extracts, Property Card, M.E., KJP, etc) and provide thorough analysis of 7/12 extracts, M.E. & other Revenue Records. Perform accurate area calculation & conversions with precision and submit summary of the required information.
- Attend courts to observe matters and get order copy, check status of the case.
- Coordinate with other departments for facilitation of work.
- Review of 7/12 extracts & property cards from online government site to ascertain the authenticity of the documents.
- Legal analysis of case laws and assesses their applicability to issue at hand.
- Having exposure of legal documentation & provisions pertaining to SRA/SRS, Township and IT Parks.
- Liaising with Government Authorities and Other Concerned Authorities

Personal Details

Date of Birth: April 9, 1974

Marital Status: Married

Languages Known: English & Hindi

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Present Address

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Behind P&T Colony, Munna Tiwari
Lane No. 2
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Permanent Address

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