



PROFILE

Paralegal personnel with more than 17 years of experience in legal work in one of the largest Fincorps in India.

CONTACT

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YEAR OF BIRTH

1974

LANGUAGES KNOWN

English

Hindi

Bengali

HOBBIES & INTERESTS

Reading Books

Listening to Music

LAKSHMI NARAYAN MAITY

WORK EXPERIENCE

Team Leader (Senior Executive), Back Office Legal Team
Poonawalla Fincorp (Formerly Magma Fincorp), Kolkata
September 2004 - Present

- **Legal File Preparation - Arbitration & Sec.138**
- **Sec 138 File Maintenance & Retrieval Process (including handling of Original Cheques)**
- **Handling Certified Copy of Award:**
 - Certified copy of Award received from Inhouse & outhouse Arbitration Team and sent to the respective location for EP filing. Status and Location tagged in Oracle system.
 - Publish monthly report to respective FPR regarding non-receipt of a copy of Award as per Arbitration Initiation MIS status and follow up accordingly.
- **Archival & Retrieval of Legal Files –**
 - Vendor collection of the documents based on the Archival Request sent to them.
 - To prepare and maintain MIS for future record purposes
- **Handover of legal files for Sold Out matters**
- **Purging of old legal files**
- **File storage tracker & Other MIS**

EDUCATION

MA in History

1999

Jadavpur University, Kolkata

Diploma in Information Technology

Moulali Youth Computer Training Centre

KEY SKILLS AND CHARACTERISTICS

- MS Office, specially Excel workings
- Legal File handling
- MIS
- Leadership
- Team Player