

RITURAJ KASHYAP

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To develop a variety of practical skills, enhance self-confidence, continuously striving for excellence and committed to learn and build new skills and expertise.

CAREER PRÉCIS

- ☞ A keen learner & performer with a flair for adopting emerging trends and addressing industry requirements to achieve organizational objectives in relation to law.
- ☞ Deft in conducting research work involving understanding and drafting of cases and processing the same ensuring timeliness and quality.
- ☞ Exceptional communicator with excellent negotiation and problem resolution skills.

Specific strengths include;

Ability to organise information, prepare strategies & present research findings in a clear and useful manner

CAREER CONTOUR

Present Employment:

- Presently working with Poonawalla Fincorp Ltd. as Assistant Manager (Legal) formerly known as Magma Fincorp Ltd. looking after with work assigned for Delhi/NCR From 15.03.2021 to till date.

Job Profile:-

- Filing of Execution Petitions after maturity of Award in Major hub locations – Delhi & NCR,
- Follow-up with advocates regarding filing of EP and legal documentation required
- Filing of Super Dari Application before the Hon'ble Court or Police station.
- Co-ordination with advocate for Next day listed matters.
- Appearance in Courts as an A.R. in District court, DRT , Consumer court and NCDRC .
- Execution of Warrant of Attachment with Court Bailiffs
- For prepare the next day schedule & analysis of various MIS/Tracker.
- Tracking and updating of Daily Movement of Executions Matters
- Tracking the Legal Tools for optimum utilization.
- Support to collection department
- Meeting with customer in High Ticket Matters
- Responsible for End-to-End SARFAESI Actions e.g. 13(2) Notices, Replies 13 3A through advocate, 13(4), Sec 14.

- Affixation of possession notice through recovery team

Pankaj Kumar (Advocate Tis Hazari Court, New Delhi)
Junior Lawyer

Career Milestones

- ☞ Draft cases as per the information given by the client
- ☞ Have researched over the previous and relevant cases
- ☞ Made brief facts about the cases and presented the same to the senior lawyer
- ☞ Assisted senior lawyer in court proceedings
- ☞ Mainly responsible for drafting and briefing

PROJECTS HANDLED

INTERNSHIPS

Name: Mr. Pankaj Kumar, Advocate (Tis Hazari, New Delhi)

Duration: May'08 – Jun'08

Description:

- ☞ Attended Court Proceedings.
- ☞ Assisted in Research work.
- ☞ Learned Drafting

Name: Mr. Krishna Prashad Singh (Patna High Court, Patna)

Duration: June'09 – July'09

Description:

- ☞ Assisted in various research work regarding cases pending in Hon'ble High Court.
- ☞ Attended Court Proceedings.
- ☞ Made Briefs of various cases
- ☞ Assisted in Research work.
- ☞ Learned Drafting.

Name: Mr. Arun Kumar Sharma (Tis Hazari, New Delhi)

Duration: Dec'11 – Jan'12

Description:

- ☞ Assisted in various research work regarding cases pending in Hon'ble High Court.
- ☞ Attended Court Proceedings.
- ☞ Made Briefs of various cases
- ☞ Assisted in Research work.
- ☞ Learned Drafting.

DISSERTATION

Title: "Right to bail of an accused".

Duration: Jan'12 – April'12

Description:

- ☞ Deft research on current critical scenario of bail being granted by the court
- ☞ Studied a number of cases related to bail.

SCHOLASTICS

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- ☞ **B.A.L.L.B** from Vivekananda Institute of Professional Studies, New Delhi, GGSIPU University in 2012.
 - ☞ **Class 12th** from Kendriya Vidyalaya, Patna, CBSE in 2005.
 - ☞ **Class 10th** from St. Karen's High School, Patna, ICSE in 2003

TOOLS AND CERTIFICATION

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- ☞ AIBE (All India Bar Examination) certified
 - ☞ Registered at Delhi Bar Council
 - ☞ Advanced Excel.
 - ☞ Efficient in MS Word and PowerPoint.

EXTRA CURRICULAR ACTIVITIES

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- ☞ Participated in various Moot court at college and state level
 - ☞ Organised and attended Seminars, conferences, and workshops
 - ☞ Attended International Conference of Jurists on Terrorism, Organised by International Council of Jurists, All India Bar Association, All India Sr. Advocates Association, Indian Council of Jurists at New Delhi (2009).
 - ☞ Attended the Regional Conference on International Trade Law and Legal Aspects of Trans-Border Investment, organised by International Law Association (ILA) at Delhi
 - ☞ Attended National Consultation for Strengthening the Judiciary towards reducing pendency and delays at Vigyan Bhavan, New Delhi

PERSONAL DOSSIER

Date of Birth: 14th September 1987
Linguistic Skills: Hindi & English
Address: C/o Suman Kumar, Flat no-298, Pocket- K, DDA FLATS,
Sarita Vihar, New Delhi- 110076