

# Sayani Mondal

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## **Career Objective**

To work with a dynamic organization in a stimulating environment with challenging projects to learn and contribute simultaneously towards individual and organizational growth with my legal knowledge, expertise and experience.

## **Professional Synopsis:**

1. **Over 5 years'** of experience of handling matters in different Courts across diverse legal spectrum.
2. **Currently designated** as Executive-Legal in Arbitration Team with Poonawalla Fincorp Ltd.
3. **A skilled communicator** with decent presentation skills.

## **Key Skills:**

In depth knowledge on procedural (Arbitration & Conciliation Act, 1996, Companies Act, 1956, Civil Procedure Code, 1908 etc.) and a good understanding of Court Proceedings alongwith good exposure in drafting of pleadings and other legal documents and ability to sustain work pressure.

## **Key Performance Areas:**

**Current Company:** Poonawalla Fincorp Ltd.

Designation: Executive-H.O –Legal.

Period: August, 2015 till date.

### **Job responsibilities:**

- Responsible for initiating and conducting Arbitration Proceedings against the delinquent customers across various products (e.g. **Vehicle Loan, Home Loan, SME Loan** etc.) including arranging of various Interim Legal tools, i.e Sec.17 Order and ensuing logical conclusion of Arbitration Proceedings in a time bound manner for all Branches spread over India.
- Coordinating with Branches spread over India and follow up with them on regular basis.
- Providing active support of maintaining and control of **MIS and Trackers**.
- Vetting of important documents.
- Strategy planning on Legal Processes as well as negotiating and meeting with borrowers for settlement of disputes.
- Drafting of Statement of claim, Reply of Borrower's legal notices, drafting Rejoinder and Affidavit Evidence, preparing Data for Arbitration proceedings and making appearance before Arbitration Tribunal.

**Growth Path:** Ensure completion of Monthly Projection within the period of (TAT).

### **Work experience as an Advocate:**

1. **Law Firm:** **N.C Bose & Co. Associates of Advocates, Kolkata.**  
(October 2010-June, 2011).
2. **Law Firm:** **M/s. R.N Ghose and Associates, Kolkata.**  
(April 2012-July, 2015).

### **Job responsibilities:**

- Dealing and Managing different types of Litigation Matters such as in **Arbitration Proceedings specially in (Section 9,11, 17, 34, 16), Company Matters, Contract, Execution Proceedings, Tenancy Cases , Recovery Proceedings like Winding-up, Civil suits, Land Laws, Writs , proceedings in Company Law and other Civil and Criminal Matters.**

- During such association with firm, have interacted on behalf of clients with Lawyers and assisted in all legal issues specially in Arbitration and Company Cases.
- Exposure on the Litigation side involved –drafting of petitions, giving opinions to legal related matters, replies to legal notices, attending conferences with Advocates, Briefed Senior Counsel of Calcutta High Court as well as assisted Lawyers of different Courts. Making appearances and arguing before Arbitration Tribunal as well as in various Courts including City Civil Courts, High Court, Company Law Board.
- Exposure in Real Estate matters include Property title search and Registration of Documents.

### **Academic Credentials:**

- 2010            B.A.LL.B            Calcutta University, West Bengal.
- 2005            H.S                      C.B.S.E.
- 2003            Matriculation        I.C.S.E.

### **Computer Literacy:**

MS Excel, MS Word and Internet.

### **Language Proficiency:**

English.

Hindi.

Bengali.

### **PERSONAL DETAILS.**

Address : 67, Garfa Main road, 1<sup>st</sup> floor, Lalgate, Safuipara,  
: Kolkata- 700078.

D.O.B : 26<sup>th</sup> September, 1984.

Marital Status : Married.

**Sayani Mondal**