

MOON MOON MAJUMDER (CHAKRABORTY)

240 Gadhi Para Road, Subhas Gram (East), Kolkata – 700147

Mob#09038108037

E-mail: moonmoonchakraborty.adv.0381@gmail.com

Date of Birth: 27 Jan 1984

LAW PROFESSIONAL

CAREER OBJECTIVE: Seeking a responsible profile in an established organization where I can utilize my skills properly and get enough opportunities to accomplish personal and professional goals.

PROFILE & STRENGTHS

- A dynamic and enterprising individual with analytical thinking, efficient back up with experience in Legal Department for various private and corporate cliental.
- Outstanding practical experience during academic period.
- Excellent academic track record
- Recognized for being detailed and exceptionally flawless/perfectionist in work.
- With excellent communication skills and rich domain knowledge, has the potential to become asset to any organization.
- Proactive, motivated, goal-oriented problem solver, quickly absorbs and retain new information and procedure.

EDUCATIONAL &

PROFESSIONAL DEVELOPMENT

LL.M,2011

Burdwan University, 58%

LL.B, 2009

Burdwan University, 59%

B.COM(Hons),2005

Tripura University, 55%

XII, 2002

Tripura Board of High Secondary Education, 67%

X, 2000

Tripura Board of Secondary Education, 69%

PROFESSIONAL EXPERIENCE

Poonawalla Fincorp Limited (Formally known as Magma Fincorp Limited, Corporate Sector) From September,2011 (presently working)

Present Job Profile:

Heading the Sec 138

- Timely filing and withdrawal of cases under sec-138 of NI Act and also High Value matters.
- Transfer record for refilling
- Attending Court on regular basis and necessary preparation with respect to allotted and daily cases.
- Daily updation of MIS pertaining to fixed cases.
- Ensure proper tagging of execution report of instruments with case record to get further orders.
- Daily follow up with advocates pertaining to movement of cases and updation.
- Vetting of complainant petitions/ Evidence drafted by advocates

Heading the Sec 9

- Filing of sec-9 petition and update
- Looking after the daily matters in High Court & Lower Court
- Ensuring that timely orders are obtained

Previous Organizations:**Rajesh Prasad and Advocates,(High Court) Nov,2010-August,2011****Job Profile:**

- Engrossed in assignments with the Corporate Sector with special emphasis on Financial Institutions.
- Involved in drafting complaints, petitions, pleading.
- Deal in criminal matters, like matters u/s 138 of N.I. Act, u/s 200 and u/s156 of C.R.P.C. Nature of work also includes dealing with the Arbitration Matters.

Mrs. Sarbari Datta, Civil & Criminal Lawyer (High Court) May 2009 – Oct 2010

- . Attended Consumer Forum for the filing of cases on behalf of the Petitioner
- . Visit different Court for different type of cases specially Lok Adalat

Moonmoon Chakraborty