

Naveen N.D.

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PROFESSIONAL OVERVIEW

Law professional with over 25 years of experience in private practice and corporate legal services in advisory roles handling litigation as well as non-litigation matters, utilizing strategic, analytical, research, drafting, interpersonal communication, negotiation skills.

CAREER OBJECTIVE

To work in a reputed organisation and seek an opportunity for mutually value adding role

BRIEF BACKGROUND

- **Advisory and Non-Litigation Management**

- Advising company on the developments in regulatory framework
- Designing processes and policies of legal function
- Drafting / vetting of documents such as Service Level Agreements, Loan, Hypothecation, Guarantee, Lease, Non-Disclosure Agreement, Settlement Agreement, Rent agreements and documents such as Collection code of conduct, Demand Notice, Cross Lien Notice, Asset Inspection Notice and Statutory Notices, Pleadings for Arbitration, Consumer, Civil and Criminal cases
- Labour Law & Statutory Compliances
- Pro-active and reactive notice management
- Management of Alternate Disputes Resolution
- Vendor Management – Designing of fee grid, Empanelment, Assessment and billing

- **Litigation Management**

- Against Litigation – Consumer, Civil, Criminal & Writs
- Recovery litigation under Arbitration & Conciliation Act, Enforcement of Arbitration Awards under Code of Civil Procedure
- Criminal Litigation under Negotiable Instrument Act and Indian Penal Code
- Managing Recovery processes under SARFAESI Act

WORK EXPERIENCE

TATA Motors Finance Limited

(March 2015-March 2019)

Regional Manager – Proactive Litigation Group – South

- Set up processes and monitored them for litigation, non-litigation and related ancillary activities
- Designed KPAs for reporting team of around 35 team members spread across 5 States of South India
- Drafted and vetted agreements, lease deed, rent agreements, pleadings (civil & Criminal), tracing of title search reports of branch properties
- Imparted structured training to internal teams on Legal Processes and Issues

Litigation Management

- Defended the Company, its Directors and Employees in over 600 cases of Consumer, Civil, Writ and Criminal Litigations
- Arbitration
- Proceedings under Sec 9 and execution of orders passed therein
- Execution of Arbitration Awards
- Management of Criminal Litigation against willful delinquent borrowers
- Proceedings under Sec 138 NI Act
- Managed a comprehensive and analytical database with respect to the company litigations

Non Litigation Management

- Assessment and reduction of contingent liability of Company
- Resolution of cases through Conciliation and Lok Adalat Camps
- Notices Management (issuance and replies)
- Representation of company, its Directors and employees before law enforcing agencies
- Crisis Management
- Vendor Management
- Vendor Bill Management
- Empanelment/De-empanelment
- Assessment of Legal Vendors
- Improving the quality of MIS on legal actions by and against the Company and its accessibility for clarity and sharpness to focus on nature and stages of the cases from mere numbers

Cholamandalam Investment & Finance Co. Ltd.

(December 2007 – March 2015) Sr. Manager - Legal - Karnataka

- Drafting service provider/vendor related agreements, title opinions and organized legal clearance for new service providers
- Assisted the Branches for statutory compliances
- Recruited and trained over 30 members across the State
- Managed and maintaining updated MIS on all legal aspects
- Managed and organized legal clearance for opening of 23 new branches in the State between 2011-2014
- Advising the Home Mortgage Team in their work
- Appointed advocates across the State and initiated effective legal actions against loan defaulters
- Coordinated with business and collections teams & increased collections efficiency.

Serve & Volley Outdoor Advertising Pvt. Ltd.

(December 2006 – December 2007)

Manager - Legal

- Drafting, Negotiating & Reviewing agreements such as Lease Agreements, Advertising agreements, Commercial Agreements & Service Provider Agreements
- Coordinated with panel Advocates before the High Court, various other Courts, arbitrators, etc. and got favourable orders
- Created the system of maintaining and tracking all the income earning assets which helped to identify critical profit triggers
- Worked as single point of coordination for Customer Support, Marketing, Operations departments
- Liaison with government bodies for smooth functioning of business activities
- Drafting Notices for and on behalf of the Company
- Advising to the Human Resource Department on Licensing before Governmental Departments, Employees issues

Kristal Projects (India) Pvt. Ltd.

(October 2005 – July 2006)

Manager - Legal

- Investigated property titles and drafted various Deeds with Land owners such as Memorandum of Understanding (MOU), Joint Development Agreement (JDA), Sale Agreements, Tri-Party Agreements, Termination Agreements and other Commercial related agreements required by the Company for day to day activities
- Appearing before Tahsildar, Sub-Divisional Officer, Dy. Collector, Addl. Commissioner, Revenue Minister, City Survey Officer, Superintendent of land Records, Deputy Director of Land Records, BBMP Office, representing the company in all the revenue matters and matters related thereof
- Keeping abreast of changes in relevant revenue and land laws, rules, regulations, notifications & Gazette Co-ordinate with

councils, Government, semi-government authorities for revenue property matters

- Visit the various courts and arbitration matters on regular basis
- Successfully coordinated with major financial institutions and got project loans approved

Independently Practiced as Advocate from January 2003 to October 2005 at Bangalore Courts,

- Preparing Pleadings and filing various cases such as (Sec 138 of Negotiable Instrument Act, Civil Suits, Executions, Matrimonial petitions, Arbitration cases, SARFAESI Cases, Consumer Cases)
- Appearing in the (Civil, Magistrate, Family Courts and Consumer Forums) as Counsel for clients for filing, adducing evidence and addressing the arguments
- Visiting the Police station for Compromise the Client's Cases
- Drafted letters and handled all communications with opposing counsel
- Drafting (Litigation & Pre-Litigation) Notices such as Conciliation Notice, Lok-Adalath Notices, Demand Notice, Loan Recall Notice, and Arbitration Notice
- Conducting Lok-Adalath and settle the cases at the pre litigation stage
- Verifying & giving opinions relating to Properties
- Filing the PCR in the police stations
- Independently Handled Motor Vehicle Cases
- Appointed as a Conciliator for Amicable settlement

From 2005 for a period of 6 months worked as a **Legal Consultant** for **Manthan Services Pvt. Ltd.**, Lavelle Road, Bangalore.

- Drafting of medical summaries, notices, medical negligence petitions
- Legal research pertaining to Accident Claims & Medical Negligence Cases
- Reviewing of Agreements such as Software Agreements, Confidentiality Agreements, Third Party Agreements
- Attended Seminars on Food Adulteration, Intellectual Property Rights, Extradition Laws

Practiced as Advocate from August 1997 to December 2002 at Mangalore Bar with Maniyani & Associates.

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- Preparing Pleadings and filing various cases such as (Sec 138 of NI Act, Civil Suits, Executions Petitions, Matrimonial Petitions, Consumer Cases)
- Appearing in the (Civil, Magistrate, Family Courts and Consumer Forums) as Counsel for clients
- Drafted letters and handled all communications with opposing counsel
- Documentation of all types such as Sale Deed, Partition Deed, Gift Deed, Wills, etc.

EDUCATIONAL QUALIFICATIONS

- **B.A.(Law)** – Mangalore University - 1995
- **LL.B.** – Mangalore University - 1997

5-year integrated course of law, where final year is dedicated to Practical Training like Court visit, Chamber visit, Legal aid, Clinical practice, Legal research, etc.

Passed out in **First Class** from Sri Dharmasthala Manjunatheshwara Law College, Mangalore.

ADDITIONAL QUALIFICATIONS

- Successfully completed 17 modules of **Harvard ManageMentor** scoring 80% consistently

This course has helped me to see my current role from an employee to corporate entrepreneur and made me view the role from the perspective of a trainer, manager and leader.

The most important outcome from this endeavour is that, I am able to delegate work to my associates, in the process preparing them for higher responsibilities.

The bonus is that I get more time to spend on high value tasks which yield disproportionate returns to the time spent.

PERSONAL DETAILS

Date of birth	:	17-09-1974
Father's name	:	N.P. Damodar
Nationality	:	Indian
Marital Status	:	Married
Languages known	:	English, Hindi, Kannada, Malayalam Tamil, Kodava & Tulu