

# Curriculum Vitae

**Name:** Lijitta George  
Mathew

**Address:**  
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**Contact number:**  
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**Date of Birth:**  
18<sup>th</sup> December 1985

**Nationality:** Asian-Indian

**Personal Strengths:**  
Positive Attitude Self-reliant  
Keen to learn new things  
Active and Cheerful Person  
Proactive  
Dedicated  
Task-Oriented

**Languages:**

English  
Malayalam  
Hindi  
Tamil

**Hobbies:**  
Traveling  
Cooking

**Key Capabilities:**  
Negotiation  
Legal Research  
Legal Drafting & Reviewing

## PROFESSIONAL SUMMARY

Qualified legal professional with **12+ years of experience** in legal and managerial activities with a record of increased responsibility.

Considerable experience in drafting varied types of multipartite international agreements, negotiating with clients from different time zones.

Proficient in prioritizing and completing tasks in a timely manner, yet flexible to multitask when necessary. A team player who is attentive to detail and ability to work in a fast-paced environment. Computer Proficient, Committed to quality and excellence.

## WORK EXPERIENCE

- Working as a Paralegal with Equivo Ltd, Northampton, the United Kingdom from 25 April 2022 till date.
- Worked as the Assistant Manager-Legal & Business Affairs for Toonz Media Group, Technopark, India from September 2012-April 2022.
- Practiced as a lawyer from November 2009 to August 2012 before The Honourable High Court of Kerala, India.

Freelance Legal consultant for the below companies, mainly attending to negotiations, drafting, review of agreements, notices etc:

- AA Technology Solutions Ltd., London, from August 2019.
- FoodphotographyLondon Ltd, London, (earlier known as WEARESOCIALROCKET) from June 2020.
- S & B Supermarket LLP, Northampton, from December 2021.

## ACADEMIC CREDENTIALS

COURSE	UNIVERSITY	YEAR	Grade
MSc International Business Management	University of Northampton, United Kingdom	2021-2022	Merit
B.A.L. LL.B (5 years integrated law course)	University of Kerala, India	2004-2009	Merit

## KEY RESPONSIBILITIES

### Paralegal at Equivo (04/2022 till date)

- Attending Debt Recovery Procedures mainly dealing with Bankruptcy and Insolvency Proceedings.
- Independently responsible for drafting and issuing of Letters, Statutory Demands, filing of Bankruptcy Petitions before the Hon'ble Court, liaising with Solicitors to facilitate hearing of the proceedings.

- Diarizing and management of caseloads in Case Management System.
- Asst Manager-Legal & Business Affairs, Toonz Media Group (09/2012-04/2022)**
- Contracts Management- Drafting, vetting and executing contracts of varied nature, T&C, including without limitation to NDAs, Agency/Consultancy, Work for Hire/Vendor Service agreements; Development, Production, Distribution, License, Franchise agreements primarily with key Global Customers/Partners like Walt Disney, Nickelodeon, Discovery, Google, Amazon etc .
  - Litigation Management- Drafting notices replies and other documents relevant to litigation pertaining to employment issues. Liaising with advocates and government authorities in connection with the litigated matters.
  - Legal Advice- Providing legal assistance to Senior Management on day-to-day legal /contractual issues. Formulating legal opinions on various matters pivotal to the Company. Conducting due diligence on prospective clients/companies.
  - Legal Administration- Ensuring accurate documentation and filing of all executed contracts. Leading negotiations on a variety of high-value contracts. Conducting legal research, monitoring compliance, and ensuring hassle-free negotiations.
  - Conducted training sessions on contracts and client management.
  - Attended trademark and copyright filings.
  - Was the Presiding Officer for the Internal Complaint Committee convened under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

#### **Junior Lawyer (12/2009-08/2012)**

- Litigation of civil and criminal matters before various District Courts and before The Honorable High Court of Kerala, India.

#### **CERTIFICATIONS**

- Completed BOSS Business Simulation of Strartx Simulations in June 2021, key achievements include: Breaking away from the competition, Creating new marketspace, Seizing new growth for brands, Reconstructing market boundaries, Pursuing both differentiation & low cost.
- Completed training program on Authorised Economic Operator (AEO) By EU Commission for customs and tax professionals in October 2021.
- Completed training program on 'Understanding Logistics' conducted by LinkedIn in December 2021.
- Successfully completed Diploma in Cyber Law from The Asian School of Cyber Law, India.
- Successfully completed an internship on The Right to Information Act 2005 in the Kerala State Information Commission, India.

**References can be provided as required.**

**Declaration:** I hereby declare that the abovementioned details are true and correct.

Thank You  
 Sincerely,  
 Lijitta George Mathew  
 June 2023