**CURRICULUM VITAE**

**Arul**

[**Arul.164763@2freemail.com**](mailto:Arul.164763@2freemail.com)

**OBJECTIVES:**

To work in an intellectually and professionally challenging atmosphere, where I can utilize my analytical, legal knowledge, professional skills and practical experience and carve a niche for myself in the legal profession. I feel the attributes and my educational qualification make me eminently suited for taking up a competitive job.

**PROFESSIONAL EXPERIENCE:**

*Organization***: Cerebra Integrated Technologies Ltd, Bangalore.**

*Position:* **Legal Associate**

*Duration:* 3rd January, 2012 – 13th February, 2013

**Job Responsibilities**

* Worked on UK Conveyance process relating to sale and purchase of real estate.
* Support pre-contract activities till the execution phase of contracts.
* Worked on post Contract Management including abstraction of critical information from contracts and its documentation.
* Review of contracts, addendums and amendments as per requirement.
* Interaction with clients/customers and subcontractors.
* Raising enquiries and preparing report on title/ownership of properties.
* Coordination/supervision with the team members.
* Immigration petition preparation (H 1B visa).
* Conducting legal research on issues.

*Organization***: Advocate Gururaj Shetty, Bangalore.**

*Position:* **Legal Assistant**

*Duration:* 1st August, 2011 – 30th December, 2011

**Job Responsibilities**

* Assisted in drafting of commercial contracts and research on specific issues.
* Assisted in maintaining daily records of the files in the office.
* Researched for the litigation matters in the court.
* Assisted in drafting agreements and notices as per client needs.
* Assisted in drafting legal memos.

*Organization***: Source Hub India Pvt. Ltd, Bangalore.**

*Position:* **Legal Associate**

*Duration:* 1st July, 2010 – 31st July, 2011

**Job Responsibilities**

* Contract Management- abstract information from contracts.
* Legal research on related issues.
* Worked on document review and deposition of summary.
* Handling on contract drafting, agreements and notices on various aspects of law and also drafting legal letters as per client needs.

**Academic Performance:**

* LL.M (Business and Trade Law) from SDM Law College, Mangalore in the year 2008-10.
* MBA (HR) from Sikkim Manipal University Distance Education Centre, Manipal in the year 2008-11.
* B.A. (Law), LL.B from Vaikunta Baliga Law College, Udupi in the year 2003-08.
* Diploma in Information Technology from MICE Manipal in the year 2007 – 2008.

**Certifications:**

* Six Sigma White Belt Certification
* Westlaw Next Certification

**PERSONAL DETAILS:**

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| --- | --- |
| Date of Birth | 3rd April 1986 |
| Marital Status | Single |
| Gender | Male |
| Nationality | Indian |
| Hobbies | Playing Cricket, Volleyball; Reading and Adventure Sports |
| Languages Proficiency | English, Hindi, Kannada and Konkani |
| Visa Status | Visit Visa valid till 20/05/2013 |

I hereby affirm that the above information given is true to the best of my knowledge.

**DATE**:

**PLACE**: Dubai **Arul**