**REJI**

Reji.317833@2freemail.com

**CAREER OBJECTIVE**

I am a **LEGAL EXPERT with more than 14 years** of relevant experience in the legal field. I have more than 3 years of initial experience with a law firm, rich experience of 8 years in the banking field and more than 1 and a half year experience in Gulf. I am presently working with one of the leading construction companies in Oman and am having a cutting edge expertise in legal matters pertaining to civil, banking law and other property laws including international exposure. **I have a total experience of more than 11 years in India and almost 2 years in Gulf**

**HIGHLIGHTS**

* Good Drafting & Vetting Skills
* Good legal knowledge and a quick learner
* Experience in handling court matters and arbitration matters
* Expertise in handling a team of legal managers and pursuing them and encouraging them to perform to the best of their abilities.
* Providing legal guidance to the management from time to time and keeping them abreast with the new amendments passed from time to time
* Team player and providing prompt solutions to the organization from time to time

**EXPERIENCE**

**Arabian Supplies and Contracting LLC, Oman AS A Contract Advisor (October 2014- Present)**

* Drafting and vetting of all the legal documents including the correspondences and advising the company regarding contractual implications of the same.
* Attending court matters & arbitration matters along with the advocates representing the Company.
* In case of delay in project execution justifying and submitting the reasons for delay to the clients for the projects undertaken by the Company and convince them to approve the same.
* Notifying the Company and its clients the contractual implications for the assigned works.
* Preparing and managing the Arbitration cases and negotiating with the Clients.
* Making a note of all the contractual relevant communications and ensuring that the same is drafted in favor of the Company.
* Coordinating with the local advocates and providing them with the required documents and information for the cases for and against the company

**Kotak Mahindra Bank Ltd., AS A Chief Manager (Legal) (October 2005 – September 2014)**

* Aiding & advising the management on various legal aspects from time to time, providing legal solutions and legal aid to the bank from time to time,
* Drafting & vetting of connector agreements, Loan Documents, Mortgage Deeds, Notices, Deeds, Agreements and various other legal documents.
* Taking approvals for various cases, reporting to the national head (legal), following up & deciding the course of actions to be taken for various complaints filed by & against the Bank, etc.
* Monitoring and reviewing legal parameters for scrutiny and title report and providing proactive legal solution to the bank.
* to analyze the transaction and prepare the scrutiny report and Title Clearance Report,
* Obtaining Search from Registrar of Properties & Companies. Monitoring & providing Risk Control, Fraud Detection, Advisory Function,
* I was handling a team of 8 legal managers and was the Mumbai Head for Home loans, Loan Against Property & Working Capital (Mortgages) at the time of leaving the organization
* Motivating my team and driving them to do proper prompt work and aligning them in order with the company’s goals.

**Srinivasan& Co. Advocates, AS AN ADVOCATE (May 2002- October 2005)**

* Drafting, Vetting of joint ventures, Agreements, Deeds, etc.
* Drafting of suits & complaints & all other legal documents regarding various civil & criminal matters,
* Matters falling u / s 138 of Negotiable Instruments Act 1881,
* Recovery suits,
* Execution petitions,
* Handling matters of various nationalized Banks
* Appearing & pleading before the District / Session Courts, Civil & Criminal Courts, MACT.

**EDUCATIONAL QUALIFICATION**

* LLB SYMBIOSIS LAW COLLEGE, PUNE UNIVERSITY 2002
* BSL SYMBIOSIS LAW COLLEGE, PUNE UNIVERSITY 2000

**ACHIEVEMENTS**

* Appreciated by Kotak Mahindra Bank Ltd. for successfully completing 5 years with them and for my untiring contribution in the growth of their company.
* Appreciated by my seniors for my well drafted documents and notices
* Had successfully worked with them and had been duly promoted periodically for my qualitative analysis and prompt responses.
* Had been assigned with various confidential works of the Bank and have also done hind-sighting for the Bank
* During my tenure as Pune Head legal maintained proper discipline and prompt resolutions to the team and was therefore promoted as Mumbai Head Legal
* In my present organization due to my capability and skills have been promoted as the Head of Documentation Department

**PERSONAL DETAILS**

NAME : **REJI**

DATE OF BIRTH : 20TH MAY 1978

MARITAL STATUS : MARRIED

NATIONALITY : INDIAN

PRESENT LOCATION : MUSCAT, OMAN

LANGUAGES KNOWN : ENGLISH, HINDI, MARATHI & MALAYALAM