# Resume

#

# Divya

Divya.328235@2freemail.com

#

# CAREER OBJECTIVE:

Legal professional in Contract Management (both US and UK process) with 3+ years of experience. Currently looking for a legal role in Sharjah/Dubai.

**SUMMARY:**

* Sound knowledge in Law.
* Excellent written and communication skills.
* Dynamic skills in tackling legal issues.
* Expert in drafting documents.
* Well equipped with corporate culture.

**ACADEMIC QUALIFICATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Examination** | **University/Board** | **Year** | **Percentage** |
| **Bachelor of Law** | Dr Ambedkar Law University | 2006 | 55% |
| **12th** | Higher Secondary Board,Tamilnadu | 2001 | 73% |
| **S.S.L.C** | Matriculation Board, Tamilnadu | 1999 | 70% |
|  |  |  |  |

**EXPERIENCE PROFILE:**

 **Accenture Services Pvt Ltd:** Worked as Legal Associate (March 2015 to April 2016)

* Project – **Contract Management** – Document management, roll on/roll off of resources for the SOWs, Deliverables and matrix for legal contracts, Drafting of Statement of Work and Change Control notes, Deliverables tracker.

Reviewing of legal contracts which includes:

 (i) Master Services Agreement

 (ii) Consulting Servicing Agreement

 (iii) Outsourcing Agreement

 (iv) License Agreement

For the provisions of Gift Clause, Limitation of liability, Force Majeure, Business Continuity Plan, Step in rights etc.

* Project – **Contract Warehouse** – Approval of legal contracts by analyzing the document type, hard copies, dates and signatories,

Uploading the legal documents in the DOCK IT and score cards.

* Project - **BRIMP** - Generating compliance report for the engagements with respect to Business Records and Information Management Policy and ensuring 100% Compliance, Set up meeting with Leadership with regard to contract compliance and engagement closure compliance.
* Creating Standard Operating Procedures for the projects.
* Conducting trainings for legal process by deck presentation to both offshore and onshore team including Project Managers.

**Williams Lea Private Ltd**: Worked as Case Administrator (Nov 2009 to June 2010)

* Process – Mortgage Enforcement (UK)
* Role – Dealing with legal documents related to mortgage, drafting and generating supportive documents including witness statement, issuing warrant, eviction etc.

**Laser words Private Ltd**: Worked as Legal Executive / Quality Analyst (a subsidiary of Murugappa Groups) from April 2008 to April 2009

* Process – Legal (US)
* Role – (a) Legal Executive

Basic, intermediate and advanced coding of legal documents.

Drafting memos, deposition summary, and deeds.

(b) Quality Analyst

 100% Quality check of all legal documents

 Client interaction regarding legal queries

 Communicating the team with latest legal updates.

 Preparing Quality report for each team member.

* + - **High Court of Madras**: Practiced as an advocate at THE HIGH COURT OF MADRAS from December 2007 to March 2008.
* Role – Junior Advocate
* Responsibilities – dealing with insurance cases.

 **PROJECTS:**

* + - * Conducted legal-aid camps and have done free legal services.
			* Done moot courts in college competitions.
			* Made case study in both civil and criminal cases.
			* Have drafted various kinds of deeds.
			* Sound knowledge in Legal Coding.
			* Written Legal Memos.

**PERSONAL ACHIEVEMENTS:**

* + - **Top scorer in elocution, essay writing, turn coat, Ad- mad** **in “ROTAYUTSAV” held by Rotary club of Nagercoil.**
		- Article published in “DHINAMANI DAILY” for cultural achievement.
		- First place in cultural activities for the five consecutive years held by Dr. Ambedkar Law University.
		- Awarded as Super Singer and Super Dancer in the competition held by Laser words Private Limited.

**ACTIVITIES:**

* Public speaking regarding legal awareness.
* Participated in National Service Scheme (NSS)

**COMPUTER PROFICIENCY:**

* Computer Basics, MS Office, Microsoft Excel, PowerPoint

**PERSONAL DETAILS:**

Name **:** Divya

Visa **:** Spouse Visa

DOB **:** 22/05/1984

Marital status **:**  Married

Languages known **:** English, Hindi, Malayalam, Tamil

**DECLARATION**

I hereby declare that the above information furnished is true to the best of my knowledge and belief.

Place: Sharjah Yours Sincerely

Date: Divya