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| **Gauri**  [**Gauri.368467@2freemail.com**](mailto:Gauri.368467@2freemail.com) | |
| **AMBITION** | |
| **To obtain a meaningful and challenging position in an organization where I can effectively utilize my** skills **and experience in various aspects of law** and **Administration**, **to contribute in the achievements of an organizational, professional and personal objective in long-term by utilizing my strong personality traits.** | |
|  | **Academic Qualification** |
| **Date of Birth**  Sep 8, 1983  **Languages Known**  English, Marathi & Hindi | **Bachelors In Legislative Science and Bachelors in**  **Law (BLSLLB)**(March 2016)  Appearing for advanced diploma plus in cyber law from Asian school of **Cyber Law** |
| **Computer Proficiency** |
| * MS Office * SQL * Tally |
| **LEGAL GRAPH** | |
| 1. **Jetking Infotrain Pvt Ltd.( Oct 2016 – Till date)**   **Mumbai, India** | **Achievements** |
| **Legal Executive : -**  **Role and Responsibilities ( Include supervisory and management Responsibilities)**   * Initiating and maintaining all Legal banking processes related to company business partners * Maintaining all legal KYC documents * Drafting of franchise Escrow agreements * Drafting and negotiating contracts for various purposes * Drafting terms and conditions for products Prepare and interpret legal documents * Run financial reports as requested * Coordinating day to day legal issues * Assisting in the legal agreements of company’s franchisees spread all over India * Ensure timely delivery and receipt of confidential information * Participating in proposal making and strategic presentations * Sales support and interfacing with Inside sales team to solve client queries | * Assisting company lawyers in legal matters, handling all legal documents, vetting the documents * Directly and actively assisting senior associates to ensure consistent quality in promotions * Expertise in Legal databases Formation of Service Level Agreement and Service contract negotiations with Clients * Creating Database for various processes as per the process requirement referring other Legal DatabasesInitiated project |
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| 1. **Adv. Anita Dalavi Firm, India (Dec 2014 – Sept 2016)** | **Achievements** |
| **Legal Secretary**   * Preparing all legal documents and Petitions for family court matters * Prepare legal documents and synchronize with the clients and attorney for court cases * Attending clients for mediation * Making of Reports * Conducting training sessions for new joiners and mentor them ensuring quality deliverables | * Drafting of petitions * Drafting of applications * Legal Documentation * Attending court matters |
| 1. **Reliance Telecom, Mumbai (Feb 2003 – April 2006)** | **Achievements** |
| **Team Leader**   * Company profiling, products & operation analysis, business strategies, market size, business segments, internal and external clients. * Sales support and interfacing with Inside sales team to solve client queries. * Data analytics and reporting models using Excel * Working closely with global sales team for business closures * Conducting training sessions for new joiners and mentor them ensuring quality deliverables | * Earned appreciations from managers for suggesting new process initiatives * Received a positive feedback from the new recruits for mentoring and training them |

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| **PROFESSIONAL AND INDUSTRIAL TRAININGS** |

**Appearing for advanced diploma plus in Cyber Law from Asian school of cyber law**

* **BLSLLB** (Mumbai university)
* **S.Y.B.Com** (Mumbai University)

# **High School** (Mumbai University)