**SIJIMOL**

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**Email:** [sijimol.376264@2freemail.com](mailto:sijimol.376264@2freemail.com)



**PROFESSIONAL EXPERIENCE**



**Cyient Limited, Hyderabad**

**Contracts Specialist (Contract Management)**

**July 2016 – Nov 10, 2017 Team Size - 10**

**Key Responsibilities:**

* Review Client documents, Red lining, Drafting, Summarization and Risk Analysis in accordance with the statutory law.
* Draft & Manage end-to-end process for Master Service Agreements, Procurement Agreements, Staff Augmentation, Commercial and Software License Agreements, Purchase Agreements, Evaluation/Testing Agreements, Professional Service Agreements, Freeware Agreements,

RFP’s/RFQ’s/RFI’s, and Addendums/Amendments, SOW/WO, Teaming Agreements, NDA’s,

Reseller Agreements, Sub-Contracting Agreements, Consulting Agreements, Contracts Close - out/extension/renewals.

* Act as a liaison between the Company and the Client to ensure timely approval of the contract.
* Negotiate with the Client to provide key recommendations and reduce risk to internal stakeholders on all standard and non-standard contracts.
* Work with finance department to ensure adherence to key finance terms such as pricing and discounting policies of the company. Monitor various technical and financial transactions (scope of services, milestones, deliverables, invoicing, service levels etc.)
* Provide Support to sales and marketing department to ensure company services are offered at competitive terms and conditions as per the company guidelines.

**QuisLex Legal Services Private Limited, Hyderabad Legal Associate (Contract Management)**

**May 2014 – July 15, 2016**

**Team Size- 16**

**Key Responsibilities:**

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* Review Client documents, Red lining, Drafting, Summarization, Abstraction, Risk Analysis and Gap Analysis in accordance with the statutory law.
* Manage end-to-end process for Commercial and Software License Agreements, Master Service Agreements, Purchase Agreements, Evaluation/Testing Agreements, Professional Service Agreements, Freeware Agreements, Reciprocal Agreements, and Addendums/Amendments.
* Negotiate directly with the clients and provide timely response to the queries or issues related to the contract, by working in co-ordination with the Legal teams.
* Manage, track and prepare reports on weekly and quarterly basis of all contract deliverables. Ensure that the deliverables are sent and received by the client as per the agreed timeline.

**Infosys BPO Ltd, Pune**

**Sr. Process Executive (Contract Management)**

**March-May, 2014**

**Team Size- 10**

**Key Responsibilities:**

* Review and provide legal advice on Supply Agreements, Mortgage Agreements, Service Agreements, and Purchase Agreements.
* Perform Gap Analysis on the customer document by comparing with the Client Standard Document.

**Associate Advocate**

**District Court, Nasik, Maharashtra.**

**June 2012-Feb 2014**

* Assisted **Adv. Nagnath Gorwadkar** (Civil Lawyer in District Court, Nasik) in Drafting Applications and Conveyancing, Pleadings in Civil Suits and Criminal Cases.
* Attended courts in Pune and Nasik conducting Civil Suits (Property Law) and Criminal Trials thereby acquiring sufficient practical knowledge regarding the court functionality.



**ACADEMIC CREDENTIALS**

* **LLM (Business Law)**, Bharti Vidyapeeth New Law College, 2012, 60%
* **LLB, Sinhgad Law College**, 2010, 50%
* **B.Com.,** BYK College of Commerce, 2007, 56.75%
* **Diploma in Labor Law**, 2010, first class.



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**HIGHLIGHTS**

* Projects Done (Academic Curriculum): Corporate Criminal Liability; Rights to Minority in Educational Institutions; Information Technology Act 2000; Contracts in the Area of Banking Statutory and Judicial Positions; Corporate sector, Industrialization and Economic development In India; The Doctrine of Quasi Contracts under Indian Contract Act, 1872 and Law of Surrogacy.
* Seminars Attended at Sinhgad Law College, Pune - Anti-corruption, Family Law and Cyber Crime.
* Seminar Attended at Bharti Vidyapeeth, New Law College, Pune - P. N. Bhagwati’s (Ex-Chief Justice of India).



**ACHIEVEMENTS**

* Successfully cleared Bar Council Exam (19th July 2012)



**SKILLS**

* Strong communication, liaison, negotiation and presentation skills
* Basic computer knowledge
* Languages known- English, Hindi, Marathi, Malayalam



**Date of Birth:** 9thApril 1986

**Nationality:** Indian

**Current Location:** Dubai

**References:** Available on Request

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