***SINATRA***

[***Sinatra.203385@2freemail.com***](mailto:Sinatra.203385@2freemail.com)

**CAREER OBJECTIVE**

To work for a law organization through which I can utilize and prove my skills as a **Legal Associate** for all activities that relate to contract management, contract review and summarization, arranging new agreements and amendments as per client requirements and at large hold pleasure in enhancing business relations to complete assignments more efficiently.

**AREA OF INTEREST**

Legal Associate- Real estate and/or trusts and estates, Tax Agent, Mortgages, Assignments & Promissory notes, Guarantees, Construction or building type work, Intellectual property and Patent litigation services.

**CORE STRENGTHS**

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| Document Review | Attending Client Calls | Meeting Minutes | Patent Analysis |
| Red lining agreements | Contract Maintenance Terms | Updating the Tool for Contract renewal and Extensions | Excellent Attendance  history |
| Risk Assessment | Enduring work in Time | Due Diligence | Adaptability |

**EMPLOYMENT HISTORY**

**SENIOR LEGAL ASSOCIATE - Feb. 2012 - present**

**Quislex Legal Services Pvt. Ltd.**

Hi-Tech City, Hyderabad, INDIA.

**Key Responsibilities:** *Support in Contract negotiations and to complete the contract requirements for clients based in UK and Asia****.***

* Drafting agreements for relationships such as Distributor, Subcontractor, Accountant /Accounting firm, Travel Agent, Representative, Purchase and Sale, Freight Forwarder, Professional Services, Other Consultant, Commercial Consultant, Environmental consultant.
* Assisting the clients in providing detailed information required to be incorporated in an agreement.
* Providing guidelines to client/business sponsors to update the tool appropriately.
* Coordinating with local legal counsels in creating Country specific templates.
* Submitting weekly updates to the Client on contract status and raising queries as per circumstances.
* Preparing Meeting Minutes after weekly scheduled calls with clients.
* Summarizing contracts on a day to day basis and keeping the tool updated.
* Maintaining the Contract Maintenance Terms i.e. to capture the effective and expiration dates, the notice period for renewal, Parties names, Term (Fixed, Auto- Renewal or Indefinite), If the template has been drafted by us or our clients or Third Party, capturing commission details, If parties has an option to renew the agreement, duration of the term either 12 /24/36 months or as per the case may be.
* Setting of a 45 days grace period based on the Expiration date and the next renewal date, so that the client can respond and inform if he wishes to continue doing business with the same terms or wishes to modify the terms of the agreement or if he does not want to continue doing business with the Third Party.
* Based on the client’s response, drafting an amendment to reflect the necessary changes in the agreement if he intends to continue doing business However, if the client informs that he does not wish to continue doing business with the Third Party, a Termination Letter is drafted for further processes.
* Following up with the client on pending contracts that needs to be completed on weekly basis.
* Preparing daily reports through slides such as number of contracts pending or under follow up or under review or contracts that are executed. Moreover, regular checking of expired contracts & following up for their extensions.
* Providing support to the client 24/7 whenever required.

**LEGAL ASSISTANT - June. 2011 up to Jan. 2012**

**GKB Hi-Tech Lenses Pvt. Ltd. (Carl Zeiss)**

Mapusa, Goa, INDIA.

**Key Responsibilities**: *To regularly attend company suits in courts and assist the business in setting up contracts for different outlets in India.*

* Preparing various contracts.
* Reviewing and summarizing contracts.
* Communicating with clients and other regional sales managers for enduring better work.
* Rendering legal notices as scheduled.
* Timely attending of cases such as strike, cheque-bouncing and property related cases filed in different courts and at different places
* Preparing share certificates including bonus share certificates and duplicate share certificates.
* Preparing board minutes.
* Also preparing Memorandum of Understanding, Articles of Association, etc.

**LEGAL ASSISTANT - Feb.2009 up to Jan 2010**

**Adv. Sanjay Kumar Associates (Bombay High Court) Advocates & Solicitors, Goa-Mumbai-Delhi**.

Panaji, Goa, INDIA.

**Key Responsibilities**: *Attend Court matters, prepare legal documents and other related correspondences.*

* Litigation Matters –

-Handling cases under Civil Matters, Criminal matters, Property Matters, Consumer Matters, Banking Matters, Rent control Matters, Matrimonial Matters, etc.  
-Appearing before courts (High Courts, Special Courts & Civil Courts).

-Dealing with various cases related to arbitration, labor& industrial disputes, workmen compensation and accident claims.  
-Handling various domestic enquiries relating to land acquisitions and Negotiable Instruments Act.  
-Preparing the divorce forms and filing cases related to Patents & Trademarks.

* Corporate Consultancy –

-Providing legal consultancy services to corporate entities on a wide range of legal matters.  
-Maintaining sustained contact with legal professionals, domestic and government officials for initiating and follow-ups on legal procedures and finalizing various legal agreements.

* Legal Documentation –  
  - Preparing Legal Notices, Plaints, Written Statements, Writ Petitions, Appeals, Case Papers, Affidavits, etc. for legal proceedings under various statutory laws.   
  - Preparing & drafting of claims for Arbitration and handling the same in arbitration proceeding for and on behalf of clients.

**INTERNSHIP TRAINING - Jan. 2008**

**National Human Rights Commission (NHRC)**, Summer Internship. New-Delhi, INDIA.

- Successfully completed a state presentation, debate and project on studies of environmental cases within the prescribed time during the month programme and was adjudge as **Distinction** and ranked the **First place** all over India.

**CLIENT COUNSELLING TRAINING - Oct. 2007 – Dec. 2007**

- Successfully completed training for client counseling which is very important in the field of law for 3 months.

**ACADEMIC / PROFFESIONAL QUALIFICATIONS**

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| **UNIVERSITY:** | Master of Law (L.L.M) |
| GOA UNIVERSITY, Taleigao Plateau - Goa | JULY 2013 | SECOND CLASS| 59 % |
| **SENIOR COLLEGE:** | Bachelor of Law (L.L.B. Hons) |
| V.M SALGAOCAR COLLEGE OF LAW, Miramar - Goa | APRIL 2011| FIRST CLASS | 68 % |
| **SENIOR COLLEGE**: | Bachelor of General Law(Hons) |
| V.M SALGAOCAR COLLEGE OF LAW, Miramar - Goa | APRIL 2009 | DISTINCTION & STATE RANK | 70 % |
| **JUNIOR COLLEGE (H.S.S.C):** | Science |
| DON BOSCO HIGHER SECONDARY SCHOOL, Panaji-Goa | MARCH 2006 | FIRST CLASS | 62 % |
| **HIGH SCHOOL (S.S.C):** |  |
| MARY IMMACULATE GIRLS HIGH SCHOOL, Panaji-Goa | MARCH 2004 | FIRST CLASS | 61 % |

**CERTIFICATIONS & ACCREDITATIONS**

* Participated in **Louis M Brown International** Competition.
* Participated in The 9th JustaCausa National Moot Court Competition organized by Dr.Babasaheb Ambedkar College of Law, Nagpur and secured **3rd** place out of 32 colleges.
* Also Participated in The 9th JustaCausa National Quiz Competition.
* Received a **United Nations Development Fund for Women** certificate where I successfully organized and co- ordinated a workshop.
* Participated in The 3rd All India Shivaji University moot court and A.D.R. competition, Kolhapur and secured **3rd** place.
* Participated in 9thSurana&Surana International Technology Law Moot Court competition 2010 organized by **Symbiosis Law School**, Pune.
* Participated at G.H. Raisoni Law School, Nagpur & Indian Society of International Law, New-Delhi, in The National Moot Court Competition and secured **5th** place.
* Member of Labour Law Club.
* Co-ordinator of **Intellectual Property Rights** Law Club.
* Co-ordinator of Reel Law Club.

**COMPUTER SKILLS**

* Windows 7, Windows XP Operating Systems.
* MS Office 2013, 2010, 2007 (Word, Excel, PowerPoint, Outlook).
* Copy Typing Speed of 45 wpm.
* ICIT InfoTech Pvt. Ltd., Mumbai, INDIA Certification.

**PERSONAL PROFILE**

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| --- | --- |
| **NAME** | **SINATRA** |
| **DATE OF BIRTH** | 19 JULY 1989 |
| **PLACE OF BIRTH** | KUWAIT CITY | KUWAIT |
| **GENDER** | FEMALE |
| **NATIONLITY** | INDIAN |
| **MARITAL STATUS** | SINGLE |
| **RELIGION** | ROMAN CATHOLIC |

**LINGUISTIC ABILITY | STRENGTHS | HOBBIES & INTERESTS**

CAN SPEAK|READ|WRITE - ENGLISH, HINDI, MARATHI, KONKANI (mother tongue)

STRENGTHS - PATIENT & PERSEVERING; ENTEPRISING & VERSATILE;

SELF-MOTIVATED, ORGANISED AND INDEPENDENT;

ACCURATE & PRACTICAL; STRESS TOLERANT;

EXCELLENT COMMUNICATION SKILLS

HOBBIES & INTERESTS:

Extra-Curricular Activities: Mad-Ad Show, Collage Competition, Group Dance & Also acted in numerous street-plays.

Intellectual: Thinking-skills program, Quiz, Debates, Seminars & Presentations.

Sports: Sports band, Dodge ball, March past, Table-tennis, Hockey & Cricket.

Others: Playing Keyboard, Reading novels, listening to music.

**DECLARATION**

I hereby declare that all the information and particulars furnished by me are true to the best of my knowledge and belief.

Place: Dubai, U.A.E