Padmakumar

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**SUMMARY**

Competent & result oriented legal professional, I bring over 30+ years of trail blazing success in the assisting smooth conduct of court proceedings at Honourable High Court of Kerala. Strong credentials in Legal Affairs, Legal Documentation, Subordinate Court Establishment, Public Grievance Redresser and Administration. A law graduate with Post Graduate Diplomas in Public Relations, Advertising & Computer Applications; I started my career with the High Court of Kerala as Assistant (1983 May) then Protocol Officer etc and have risen in the rank and file to a Joint Registrar, the last but one in the Apex of Administration, with my sheer grit and determination. Working in diverse profiles has hone my skills in

* Administrative management of judicial officers and their staff including recruitment, promotions, transfers, leaves etc
* Grievance redressal of complaints received by litigant public belonging to various strata, from trial court to appellate court
* Identifying and establishing new subordinate courts
* Handling petitions related to Indian Companies Act and Article 226 of the Indian Constitution
* Legal documentation including providing judicial decisions / papers / documents filed in courts
* Scrutinizing case files for accuracy and completeness
* Event Management
* Library Management

Keep myself updated with current happenings in the legal fraternity and am able to cite recent case laws in Apex courts thereby strengthening my case.

A strong team leader, I am able to foster an atmosphere that encourages, highly talented legal professionals to balance high level skills with maximum productivity. My professional maturity, strong focus on work ethics and passion for excellence make me an asset for any organization.

**Experience**

**Administration Management**

**High Court of Kerala**

**1983 - 2015**

In my illustrious career of over 30+ years, I have risen from an Assistant then Protocol Officer and to a Joint –Registrar the last but one in the apex of Administration.

**As a Joint Registrar,** deftly handled grievances related to court proceedings by litigant public. Was pivotal in establishing subordinate courts. Was also the Administrative In-charge of Kerala High Court Library.

**As a Deputy Registrar,** contributed in administrative management of Judicial Officers and their including appointment, transfer, postings, promotions, leave etc.

**As a Section Officer,** responsible for managing petitions related to Indian Companies Act and Article 226 of Indian Constitution, from filing to disposal.

**As a Court Officer,** ensured availability of judicial decisions, papers and documents filed in court, lower court records and other pieces of evidence produced by an advocate for court proceedings.

**As a Court Fee Examiner,** scrutinized case files and other papers submitted to court for accuracy and completeness.

**As a Protocol Officer,** responsible for organizing official tours for Honourable Chief Justice and Honourable Judges of the High Court and Apex Courts. Also organized public & official events & functions.

**Skills & endorsements**

**Top Skills**

* Legal Affairs
* Corporate Legal
* Legal/Statutory Compliance
* Recruitment
* Legal research
* IT/Computer Software
* Legal Documentation
* Administration
* Contract Management
* General Administration
* Legal Opinion
* Team Management
* Grievance Resolution
* Statutory Compliance
* Dispute Resolution
* Public Relations
* Event Management
* Inter Personal skills
* Social Work
* Free Legal Aid

**Languages:** English, Malayalam, Hindi and Tamil.

Education

**LL.B. Bachelor of Law; Mahatma Gandhi University; Kerala; 1987.**

**Bachelors in Science (B. sc. Zoology); Kerala University; 1980**

**Post Graduate Diploma in Computer Applications, Institute of Human Resources Development for Electronics- Kerala State, 1996.Post Graduate Diploma in Public relations and Advertising, Public Relations Society of India Kerala Chapter 1988, Reference: Available**