l

Contact HR Consultant for CV No: 341277

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**9 years of experience in handling Paralegal & Corporate Matters**

**Other experience:**

* Corporate Governance
* Compliance
* Contract Management & Monitoring
* Administration
* Document Management

**OBJECTIVES**

* To take up responsible profile and apply acquired skillsto achieve Organizational goals

**Professional work Portfolio**

1. Drafting various agreements. (lease, Contracts, etc)
2. Incorporation of Companies and other related / Ancillary matters
3. Drafting Board Resolution, Prepare Agenda, Notice,
4. Taking notes during and preparing Minutes of Board Meetings & AGM/EGM
5. Compliance Management
6. Contract Management (Monitoring, Maintenance & Compliance)
7. Paralegal Work / Research
8. Compiling and maintaining current and accurate data
9. Monitoring Company applications and follows-up as needed.
10. Maintaining copies of, Applying & Query solving of state licenses, DEA certificates, malpractice coverage and any other required credentialing documents
11. Constantly updating and maintaining knowledge of current developments in Company law and other ancillary laws
12. Setting up and maintaining information bank as needed by other departments.
13. Tracking licenses, certifications & expirations for all Contracts & Agreements; ensure timely renewals.
14. Representing Company in Arbitration Cases
15. Handling Compliances under Listing Agreement & Corporate Governance
16. Handling Legal Due Diligence Process
17. Co-ordinating with overseas Stake Holders

**Other work experience**

Office Administration, Co-ordination with various Departments regarding Documents & its maintenance.

Had worked with NGO for 3 years.

Pro bono Paralegal work for NGO

Very much aware about Dodd–Frank Act, Consumer Protection Act.

Conversant with provisions of SOX (US – SEC) like 303A & 404 (TDRA), F-1, F-6 & F-20 Compliances.

**Career Skills**

Teamwork

Strong Work Values

Good Interpretation skills

Communication Skills

Fast Learner

Compliance Management

Contract Management

Corporate Governance

Document Management

Drafting

Due Diligence

Registrations

1 STERLING BIOTECH LIMITED (SBL)

Tenure: 1st Feb, 2007 to 31st Jan, 2009

Designation: Legal Executive (Secretarial & Paralegal)

Place: Vadodara

2 AMAR CHITRA KATHA PRIVATE LIMITED (ACK)

(Material Subsidiary of Future Group)

Tenure: 14th Feb, 2009 to Feb, 2012

Designation: Asst. Manager Legal (Secretarial & Paralegal)

Place: Mumbai

3 NEWTON GROUP (Newton)

Tenure: March - 12, 2012 till 31st March, 15

Designation: Manager Secretarial & Legal Compliances

Place: Mumbai / Baroda

4 CRYSTAL VOXX.

Tenure: July – 01. 2015 till Nov 30, 2016

Designation: Assist. Manager (Credentialing & Document Management)

Place: Ahmedabad/USA (Indiana)

**Academic Qualification:**

Graduated with Bachelors in Commerce from M.S.University with 50% in 2005.

**Professional Education:**

Company Secretary Executive Level

**Computer Proficiency:**

IT knowledge & understanding in corporate Environment from NIIT

Good working knowledge of MS-Office

Like to work with MS-Word

Interested in working with and exploring new software