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| **Gauri** **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
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| 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)