**Neelam**

**Master in Laws (LL.M)| WIPO-IPR |Certificate in Cyber Law|Certificate in Contract Law|**

Email: [neelam.381716@2freemail.com](mailto:neelam.381716@2freemail.com)

**VISA Status:** UAE Dependant Visa

**PROFESSIONAL SYNOPSIS**



Neelam Bajpai, a Master in Laws, with 5+ years of professional experience as a Legal Associate in Civil and Criminal Law, Matrimonial & family Matters, Cyber law, Cheque Bounce cases etc. Continuous involvement and participation in Labor Law, Civil and Criminal Law, Matrimonial & Family Matters and Arbitration led to a broader understanding and knowledge of the UAE laws; Experienced in setting up and restructuring of companies, Debt Recovery, formalizing Agreements/Settlements taking into account the relevance of the UAE and International laws.

Excellent track record in drafting/vetting and finalizing legal documents, legal research, conducting court proceedings and technology related contracts and produced desired results while adhering to rigid deadlines.

**Soft Skills:** Problem-solving and analytical skills, Positive attitude, Team player, Flexible and adaptable, ability to take initiative and meet objectives, Excellent verbal and written communication skills.

**Technical Skills:** Drafting, negotiation, legal risk assessment, legal research, legal writing, technology contracts finalization.

**PROFESSIONAL EXPERIENCE**

**ProConsult Advocates & Legal Consultants [UAE - Dubai]**

September 2017 Onwards

* Drafting & negotiating various legal documents such as Wills, Legal Notices, Lease Agreements, Settlement Agreements, Pre Nuptial & Post Nuptial Agreement, Legal Opinion for a wide range of Local & International clients
* Drafting and reviewing Agreement and Commercial Contracts including but not limited to Joint Ventures, Partnerships, Sales and Purchase Agreement, Memorandum of Understanding (MOU), Power of Attorney (POA), Resolutions and other documents for onshore/offshore formation and restructuring
* Providing Legal Advice to individual clients and companies on the matters related to Labor Law which includes Termination of Employment Contract, Unfair Dismissal/Unfair Resignation, End of Service Benefits, Employee's Rights, Dispute Settlement etc.
* Dealt with various matters related to Real Estate, Debt Recovery, Divorce, Child Custody, Arbitration etc.
* Acquired Procedural knowledge in establishing mainland, onshore and offshore companies in UAE, renewal/cancellation of Trade Licenses within Dubai and offshore.
* Handled the amicable disputes resolution for the clients and negotiated on behalf of them, prepared and concluded the settlement agreements.

**QRC Consulting and Solutions Pvt. Ltd.[India]**

January 2016 - February 2017

**Legal Advisor**

* Drafted, reviewed and finalized technology related contracts
* Reviewd and negotiated agreements with clients and strategic partners, specifically consulting services agreements, licensing agreements, nondisclosure agreements
* Negotiated terms and conditions with clients to safeguard companies' interest and manage contracts throughout the contract lifecycle
* Liaise/ coordinate with the external counsels for expert opinion as and when required

**Legal Attorney at High Court and District Court [India]**

(July 2009 – June 2012) and (May 2014 – January 2016)

* Dealt with the cases related to Cyber Law, Contract law, Criminal and Civil law
* Drafting/vetting legal documents and commercial contracts, Legal research and legal writing
* Managing clients and provide legal services/legal aid
* Preparing Trial Proceedings, Court appearances, Bail arguments and Cross examination
* Handled various cases related to:
* Cyber Law - Cases related to Cyber-Stalking, Defamation etc.
* Contract Law - Contractual breach, Specific performances, Compensation, Damages etc.
* Criminal Law - Theft, robbery, extortion, Defamation, Fraud and Forgery etc.
* Civil Law - Property matters, Contract violation etc.
* Negotiable Instrument (Cheque bounce) cases etc.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- |
| **Degree/ Certificate** | **University/Board** | **Year** |
| L.L.M | National Law Institute University (NLIU), India | 2013 - 2014 |
| L.L.B | St. Andrew’s College, India | 2004 - 2008 |
| B.A. (English and Economics) | Navyug Degree College, India | 2000 – 2003 |

**CERTIFICATION**

* Certificate in **Intellectual Property Right** (IPR) **(World Intellectual Property Organization)**
* Certificate in **Cyber Law**
* Certificate in **Contract Law**

**PERSONAL INFORMATION**

* **Date of Birth**: 9th September 1983
* **Gender**: Female
* **Marital Status**: Married
* **Nationality**: Indian
* **Languages Known**: English, Hindi
* **UAE Visa Status:**  UAE Dependant Visa