

# CURRICULUM VITAE

<b>Name:- Puneet Asthana</b> Date of Birth:- 01 SEP 1992	Permanent Address:- F-463 & 464, 2 <sup>ND</sup> Floor , Right Side, Above Verma Chemist, Budh nagar, Inderpuri New Delhi-110012 E-mail :- advpuncetasthana@gmail.com Contact No :- 9873020775,9999887863
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## **Career Objective:-**

Legal advisor, with 4+ years experiences in the field of legal advising seeking a position as a compliance officer in an organization. Seeking to, make an impact from my experience and complex problem solving skill in the industry and people around it to benefit the organization.

## **Educational Qualification :-**

YEAR	DEGREE	INSTITUTE	BOARD/UNIV.	RESULTS
2016	LLB	H.L.M LAW COLLEGE	CCS	PASS
2015	MBA	Sikkim Manipal University	S.M.U	PASS
2012	Bcom (H)	Delhi University	D.U	PASS
2009	XIIth	D.A.V Senior Secondary School	C.B.S.E	PASS
2007	Xth	Kalgidhar National Public School	C.B.S.E	PASS

## **Computer Literacy :-**

- Well versed with MS Excel, Word, Power Point, Tally and Quick Books.
- Well versed with Internet, Outlook, Email and various Windows Applications.
- Certificate Course from NIIT in Computer Applications & Software 'O' Level.
- Having good command over Windows 95/98/2000/XP.

## **Certification:-**

- Certified in IPR & Legal Business Administration.

## **Key Responsibilities Handled :-**

### **Legal Affairs :-**

- Handling IPR related compliance, filing opposition, rectification, counter Statement, Procurement/ preservation of Trademark, Copyright & Patent.
- Vetting various suits (e.g. Recovery Suit, Summary Suit and Suit for Injunction).
- Handling complaints (U/S 138 of Negotiable Instrument act) serving legal notice and replying to the same.
- Ensuring Regulatory compliance with Corporate Laws, Labor laws and Legal Due Diligence of various departments of group Companies.
- Drafting of agreements for property transaction like LOI, Bid document, Works contract, Loan Agreements, Hypothecation Documents, Lease Deed, Deed of Assignment & Development Agreements.
- Coordinating with the outside counsel, briefing senior Counsel in respect to legal cases by and against the company.
- Preparing MIS and day to day record of ongoing legal matters in different courts and their status and prepare the course of action for the next staze.
- Drafting, vetting, standardizing various legal notices, Legal replies and administrative instruments like Franchisee agreement, License Agreement, Agency Agreement, Vendors Contract, Outsourcing Contract, Guarantees, MOU, Assistance Agreements, Engineering Services Agreements, NDAs, Lease Agreements, Business Transfer Agreements and Joint Venture Agreements.
- Doing various research and investigation to resolve the complexities of the ongoing Legal cases.
- Coordinating with the advocates, briefing senior Counsel in respect to legal cases by and against the company.
- Search and Seizure of onsite goods complying the court order.

### **Liaison Functions :-**

- Coordinating statutory compliance in relation to the Companies Act, Securities and Exchange Board of India (SEBI) Regulations, Stock Exchange Listing Agreement, Prevention of Insider Trading and implementing code of conduct in the company.
- Liaisoning with authorities like ROC, RD, SEBI, CLB, DRT, Stock exchange, Financial Institutions, RBI, Police Station and Banks.

- Negotiating, structuring and documenting contracts and various commercial transactions.
- Handling fulfillment of all requisite formalities for overdraft facilities, bank guarantee, loans, etc. and preparing papers / documents for effective funding.

### **Personal Details :-**

- Father's Name : Anup kumar asthana
- Gender : Male
- Marital Status : Single
- Languages Known : Hindi, English, Punjabi & French.
- Nationality : Indian
- Hobbies : Writing books, Photography, Hearing soft music, playing Badminton,
- Specialty : Communicating with people.
- Soft skills : Friendly, Reliable, cheerful, helping behavior for all.

### **Additional Information :-**

- Founder of INFINITY (N.G.O).
- Writer of NOVEL.
- Flare for writing, good presentation skill, Sociable and pleasing Personality.
- Certificate course in French Language.

### **Work Experience:-**

1. 3 Years work experience as an Legal Assistance with INDIA LAW OFFICES (2015-2018).
2. Currently working as Assistant Manager- Legal in Kamdhenu Limited.

### **Interested Area :-**

I have been interested in IPR ,Drafting, Litigation and Corporate legal related matters.

**Declaration:** I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

**Place:** New Delhi

**Date:**

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(PUNEET ASTHANA)