

KRISHAN MAHARSHI

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Career Objective

Keen to source a challenging role in a dynamic & reputed Company which will offer early responsibilities, a progressive career path and the opportunity to maximize my potential and develop legal skills.

Experience

Senior Executive – Legal at Greenscape Group (24/03/2022 to till date)

Non Litigation

- Coordinating and Engaging of external Counsels, Solicitors, Law firms for various assignments from time to time.
- Reviewing and coordinating of Allotment Letter, Agreement for Sale, under RERA Act, in coordination with External Solicitors, Counsels and following up with the Agents and Buyers for completing the registration formalities of the same with all the documentations and statutory payments (Stamp Duty, Registration Fees, Etc);
- Reviewing Escrow / Master Accounts Management Agreements under RERA Act for different projects in coordination with the Lender Banks, NBFC's and arranging for completing the registration formalities with all the documentations required for the same;
- Reviewing and finalizing the Format A – Title Reports for various projects under RERA Act, in coordination with External Counsels, Solicitors & RERA Consultants;
- Reviewing Building Construction Contracts / RCC Contracts, Bank Guarantee/s and all other documents for the Real Estate Project in coordination with Solicitors and arranging the meetings from time to time with Contractors for discussions, Negotiations with the Contractors under the instructions of the management and finalizing of the same;
- Thorough reviewing the Assets Transfer Agreement, Agreement for Assignments, Deed of Assignments, Rectification Deeds, Deed of Charge, Memorandum of Understandings, Power of Attorney/s, Indemnity Bonds, Undertakings, Side Letters, Project Bar Charts with respect to sale, purchase, transfer of rights of Lands, in coordination with Solicitors, Buyer/Seller and attending joint meetings from time to time for discussing the drafts of the above documents with the Solicitors, Buyers/Purchasers and further freezing the drafts and compiling of all the documents and scheduling and completing the Registration formalities in coordination with Buyer/Seller and the Registration Agents;
- Reviewing the Mortgage Deeds, Rectification Deeds, Deed of Reconveynces, No Objection Certificates, and further compiling of all the documents and scheduling for registration of the same in coordination with various Banks, NBFC's and handing over and collection of all the original documents of the Properties to and from the Lender Institutions.

- Drafting of various LLP / Partnership Agreements and further Supplementary Deeds;
- Other work as may be assigned by the management.

Litigation

- Engaging and Managing Law Firms / Counsels and Reviewing, Drafting and Issuance of demand notices, dispute notices furthermore drafting / reviewing of complaints/suits/petitions/Applications and filing of the same under Negotiable Instruments Act, 1881, Summary Suits / Pre Mandatory Mediation under Commercial Matters, Insolvency & Bankruptcy Code and Arbitration and Conciliation Act, 1996 before Courts, Tribunals in coordination with External Law Firms and Counsels and representing the company as an authorized representative of the company and attending court dates with external counsels.
- Attending meetings, conferences and briefing and coordinating with the law firms / external counsels for taking professional opinions / Preparing strategies / conduct of proceedings before various Courts, Tribunals, Arbitrator, Mediators, Conciliator and rigorous follow ups with empaneled Advocates, at different stages of litigation, to be able to drive them to perform efficiently and effectively.

Assistant Legal at Relcon Infraprojects Ltd (Oct 2019 to March 22)

Litigation

- Ensuring timely allocation of cases for issuance of demand notices, complaints/suits/petitions filing etc. before Metropolitan Courts, City Civil Courts, Tribunals and in accordance with the defined legal process.
- Review and coordinate with the law firms / Attorneys for the conduct of proceedings before various Courts, Tribunals, Arbitrator, Mediators, Conciliator & Lokadalat and rigorous follow ups with empanelled Advocates, at different stages of litigation, to be able to drive them to perform efficiently and effectively.
- Independently handling mandatory Pre - Institution Mediation Process under section 12 (A) of Commercial Courts Act 2015.
- Preparing and finalizing the settlement agreements / Memorandum of Understanding / Consent Terms in coordination with Clients and Management and finalizing and submission of the same before Appropriate Authority.
- Responsible for managing attorney costs within the budget, identifying areas of cost reduction and drafting notices, demands and pleadings and recommending the lawyers that will be used by the Company including evaluation of their effectiveness and reporting of performance (gross returns, net returns, costs expended).
- Responsible to act as an Authorized Representative (AR) of the company before

various Courts & Tribunals, and ensure legal collection activities are carried out in line with the regulatory guidelines and within stipulated time limits.

- Preparation of legal strategy internally in coordination with Business Head and Accounts Team and reporting to Top Level Management.
- Preparing and sending of Quarterly Emails, Reminders, Legal notices, Warning letters to the defaulting clients/vendors and taking timely follow ups of the same.
- Keeping tracking of all the clients in terms of time limit so as to keep the client into limitation period to initiate appropriate legal proceedings and if some of the clients are on the edge of getting time barred from limitation period then effectively taking up legal action and preparing the strategy in time bound manner as per the Contracts with the Clients.
- Ensure maintenance of proper Legal MIS's and records for all cases wherein legal has been initiated (at different stages litigation) and timely MIS reporting, as required by the top management.
- Coordinate and gathering of information from various parts of the Organization in the preparation of documentation relating to litigation.
- Tracking of public announcements of companies under Insolvency and Bankruptcy Code, 2016 and timely filing of the proof of claim with the Interim Resolution Professional and Liquidators appointed on behalf of the Corporate Debtors and following up with them.
- Sending of in-house notices against defaulting customers and further strategizing the cases.

Non-Litigation

- Assisting in drafting of the following:-
 - a. Leave & License Agreement
 - b. Development & Redevelopment / Supplementary Development & Redevelopment Agreement
 - c. Permanent Alternate Accommodation Agreements
 - d. Sale Deeds
- Project Registration under MAHA RERA.

Junior Advocate at SR Advocates (Jan 2019 to Oct 2019)

- Drafting of the following Petitions and Applications
 1. Civil Application for Restoration of case/Petition
 2. Divorce Petitions, Heirship Petitions
 3. Consumer Complaints before District, State & National Commission
 4. Application under Section 9 of Insolvency and Bankruptcy Code, 2016 for Initiation of Corporate Insolvency Resolution Process.
 5. Criminal Complaint under section 138 of Negotiable Instruments Act, 1881.
 6. Summary Suit under Order XXXVII of the Code of Civil Procedure 1908.

Corporate Compliance Executive at J. Kumar Infraprojects Limited (June 2016 to Dec 2018)

- All Corporate Governance & Corporate Compliance tasks as per Companies Act, 2013 & SEBI;
- Preparation of Due Diligence Report for Banks.(Half Yearly and Yearly)
- Liaise with External Secretarial Professionals for various filings, queries, advice.etc and with Stock Exchanges.
- Assisting in Secretarial Audit Report.
- Assisting in the preparation of the Annual Report (Company Secretarial Compliance Part).
- Assisting in Convening Meetings of Board of Directors, Annual General Meeting and various Committee Meetings and ensuring compliance of the same.
- Filing of Annual Financial Statements (XBRL) with NSE & BSE.
- Preparation of Minutes of Meetings of Board and other committee meetings and maintaining the same.
- Preparing and filing of various ROC forms on MCA including IEPF forms and necessary compliance with respect to the same.
- Maintenance of all statutory Records and Registers as required under the provisions of Companies Act, 2013 and other applicable laws.
- Ensuring Annual Compliance as per Companies Act, 2013 and SEBI:

Education & Qualification

Examination	School / College	Board / University	Year of Passing
SSC	Indira Gandhi Memorial School	Indian Certificate Secondary Examination (ICSE)	2010
HSC	Indira Gandhi Memorial School	Indian School Certificate Examination (ISC)	2012
B.Com (Accounting & Finance)	C.K.T College (New Panvel)	University of Mumbai	2015
LL.B	Oriental College of Law	University of Mumbai	2019

COMPUTER SKILLS

- Excellent Computer proficiency in MS-OFFICE (WORD, EXCEL, POWERPOINT).
- Internet, E-mailing, etc.

PERSONAL DETAILS

Father's Name	Mr. Ashok Kumar Maharshi
Brothers	Two Elder Brothers (Both Married)
Date Of Birth	4 th March, 1993 (Kolkata)
Hometown	Rajasthan (Sikar District)
Marital Status	Married
Languages Known	English, Hindi, Marwari, Bengali (Moderate), Marathi (Moderate).
Interests & Hobbies	Playing Cricket, Listening Music, Reading Books.