

G.Rajesh

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CAREER HISTORY

Vipul Ltd

(Gurugram,HR)

Current Designation: Deputy Manager (Legal) (July 2011- till Date)

Grade: M3

Responsibilities:

Litigation Management

- ⇒ To Liaise with Advocates, Law Firms of the Company for various legal matters.
- ⇒ Representing the company before Supreme Court of India, various High Courts, & District Courts, Consumer Forums, CCI, National Consumer Dispute Redressal Forum, State Commission Consumer Dispute Redressal Forum, Economic offence wing, C.B.I.
- ⇒ Prepare defenses, briefs, synopsis for legal advisors/solicitors counsels and briefing counsels before representing the matter in court. To Liaise with Advocates, Law Firms of the Company for various legal cases. Traveling to various states/ forums for attending litigations in various forum
- ⇒ Assist attorneys on litigation matters, giving evidence on behalf of the company.
- ⇒ Drafting of Legal Notices/ Reply & Initiating recovery proceedings through due process of law. Filing and monitoring the cases u/s 138 of N.I. ACT, Filing and monitoring complaint u/s 156(3) & u/s200, Taking steps for filing police complaint / FIR as and when required.
- ⇒ Initiating arbitration proceedings, Submissions to arbitration panels, Preparation of Statement of Claims & Preparation of Counter Claims.
- ⇒ Defending and monitoring civil/criminal/Permanent Lok Adalath (PLA),
- ⇒ Insolvency cases filed against the company before NCLT, Appeals NCLAT

DRAFTING

- ⇒ Drafting & Vetting Agreements such as like lease, leave, license, preparing legal notices, suits, legal replies, Non-disclosure agreements, Marketing Management & Joint venture agreements, MOUs, Collaboration agreements, Transfer deeds, Construction agreements & Flat buyer's agreement/ Builder Buyer Agreement, Maintenance services agreement.
- ⇒ HR litigation
- ⇒ Construction Agreements, Real Estate related documents, Negotiations and drafting of Settlement agreements.

CASE MONTINERING

- ⇒ Diligently monitor and maintain the updates of cases in MIS Report. Reporting the case status to Management & Board of Directors of the Company.

RERA Matters

- ⇒ Handling of matters pertaining to RERA & Responsible for RERA Compliance, coordination with RERA authority and dispute resolution, guiding, educating and supporting all concerned internal departments in compliance of RERA related requirements.

Bankruptcy & Insolvency Act

- ⇒ Dealing with Cases under the Bankruptcy & Insolvency Act
- ⇒ Compliance and legal course of actions

CRM Support: Interaction with customers and resolution of their quires and disputes

Due Diligence

- ⇒ Land documents preliminary inspection and study, due diligence, statutory compliances, project documentation, vetting, coordinate for approvals.
- ⇒ Verification of all the Title Deeds, Deed of Conveyance, Declarations, Land documents.

Contract negotiation.

- ⇒ Documentation for Loan with Banks.

Liasoning

- ⇒ Liasoning with very departments such as DTCP, STP, Thesil & Thesildar office , Land acquisition officer)
SDM office, D C Office (All land matters) HUDA, , Police etc.

Work with cross functions

- ⇒ Ensuring speedy resolution of queries and grievances to maximize satisfaction levels;
- ⇒ Work hand in hand with any department which requires legal support
Give timely

Profacilities Services Pvt. Ltd (Subsidiary Co. of Ansal Properties & Infrastructure Gurgaon)

Designation: Assistant Manager (Legal), (29th April 2010-15th June 2011)

Responsibilities

Litigation Management

- ⇒ Drive legal activity as per requirements of the Organization
- ⇒ Check ways and means for taking strict legal actions against the defaulters
- ⇒ Ensure effective legal actions against all the defaulters
- ⇒ Provide legal opinion for taking possession/attachment of properties through legal means
Identify the legal provisions which will help organization to repossess machines through court procedure
- ⇒ Representing the company before court and forums, Estate Officer DDA, Labor offices, & Labor Courts & Liasoning with various statutory & regulatory Authorities.
- ⇒ Due Diligence title search, verification of documents for purchase/acquisition of Land.
- ⇒ Drafting of all kinds of agreements, replies to Legal Notices, legal documents/ agreements of various natures including vetting of a variety of documents/contracts that are to be executed on behalf of the company, Study of Tender documents & attending Pre Bid conferences on behalf of the company.
- ⇒ Finalizing consultancy contract for all the vendors of the company & contract verification
- ⇒ Follow up with various Insurance Companies in settlement of claims for insured buildings.
- ⇒ Coordinating with facility& collection managers at sites for recoveries of maintenance dues from various Colonies & Buildings developed by APIL and getting the recoveries of common maintenance charges and other statutory charges through legal process from the Flat owners/Tenants through legal support.
- ⇒ Formulating legal documents / agreements for various software agreements including vetting of a variety of documents/contracts that are to be executed on behalf of the company. Agreements related to Hardware procurement and installations of software packages at various sites of the company.
- ⇒ Coordination with various facility managers and, sites for proper statutory compliances to be followed by company in terms of fire Lift, House Keeping & Maintenance. Tracking of the license renewal deadlines and proactive steps therefore etc.
- ⇒ Legal Compliance related to Labour Law, Shop & Establishment.
- ⇒ To conduct Legal Compliance Audit.

Support for Recovery

- ⇒ Help recovery team during repossession of assets from legal point of view by providing various draft letters as may be required
- ⇒ Liaison with police authorities from legal point of view, if required
- ⇒ Provide any other legal support required by the team.
- ⇒ Visit to all high value defaulters with recovery team on need basis, to show the customer that legal has taken the case seriously and to understand the customer and the exact situation for formulating strategy and taking appropriate legal actions.

Designation: Associate Legal (30th April 2006- 28th April 2010)

Responsibilities:

- ⇒ Appearances before Courts, MRTTP commission, Labor Courts & offices, Debt recovery appellate Tribunals, Debt Recovery Tribunals, Central administrative tribunal, SDM Court.
- ⇒ Drafting Legal Notices, agreements, complaints U/s 138 of N.I. Act, Recovery suits Consumer cases, Matrimonial cases, Motor accident claims (MACT), ,.
- ⇒ Due Diligence, Title search vetting reports for Banks. SARFAESI, DRT, Arbitration, Execution, vetting of complex legal documents and mortgages, managing litigations at the various courts and tribunals etc
- ⇒ Factories act, Gratuity Act, Industrial Dispute Act, Payment of Wages Act, Bonus Act.

In the year 2003 I pursued my career in law.

Shivangi Construction & Interiors, Gurgaon

Designation – Executive (Procurement) (10th Nov 1997- 19th June 2002)

Responsibilities:

- ⇒ Prepare and take approval for Salary Structure Approval to be taken within 24 hours and Issuance of Offer letter within 24 hours from getting joining detail.
- ⇒ Documents to be collected and appointment letter to be issued within 15 days of joining of the staffer
- ⇒ Documents & Forms like acceptance copy of appointment letter, Bank, PF, ESIC, Investment Declaration to be collected within 15 days of joining of the staffer
- ⇒ Monthly / Weekly MIS to be sent to Client / HR Manager and collection of Attendance as per SLA and maintaining Leave records on monthly basis.
- ⇒ Contract Renewals to be done before 15 days / 1 Month of expiry of the contract.
- ⇒ Maintaining Registers under various applicable acts on monthly/Annually basis and completing other statutory compliances.
- ⇒ Renewal of Contracts of existing clients.
- ⇒ Procurement of materials for construction works, coordination with site engineers & strategic action plan for completion of work.

EDUCATION & PROFESSIONAL DETAILS

- ⇒ *Master of Law (Constitutional & Administrative Law) from Acharya Nagarjuna University (Guntur, AP), 2009, 58%*
- ⇒ *Bachelor of Law from Dr. Ram Manohar Lohia College of Law, Bangalore University, 2006, 54.2%*
- ⇒ *Graduate in Arts (Economics) from Ch. Charan Singh University Meerut, 1996, 59.6%*
- ⇒ *Intermediate- Allahabad Board, 1993, 72.8% - passed with distinction in one subject.*
- ⇒ Enrolled as an Advocate with Bar council of Delhi, Enrolment No:D/1366/06
- ⇒ Member with Supreme Court Bar Association (Regd) New Delhi, I.C No. 435/R/476
- ⇒ Member Delhi High Court Bar Association New Delhi, DHBA Membership No.70212009
- ⇒ Member Delhi Bar Association Tis Hazari Courts, Delhi-110054 D.B.A Membership No.R/1938

PERSONAL PARTICULARS

- ⇒ Date of Birth: 17th May 1975, Married
- ⇒ Languages Known: English, Hindi, Tamil, Kannada
- ⇒ *Passport Number: J 0928726*
- ⇒ **Open to relocation**