

Curriculum Vitae

Malay Das

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OBJECTIVE

To secure a position which involves creativity & strategic thinking and gives me ample opportunities to prove myself.

BACKGROUND

Key Skills:

Drafting
Strategic Planning & Legal
Risk Analysis
Legal Coordination
Due diligence
Property Documentation
Legal Research
Team Management
Civil & Criminal Matters
IT Business
Statutory Compliance
HR Policy & Documentation
Negotiation
Consumer Forum
Domestic Enquiry
Liasoning, etc.

Born in a well educated lower middle class cultured family with strong sense of family bond and values. At present total family member are four including my son aged about 10+. Wife is presently housewife. (Earlier worked as a Lecturer (Contractual) in Sanskrit in R.B.C College for Women, Naihati.)

PROFILE

- Strong leadership quality with good planning & organizational skills and sincerity.
- Decisive, efficient team approach and outstanding communication and presentation skills.
- Ability to build strong relationships through excellent interpersonal skills.
- Ability to work hard under different circumstances.
- Over 14 years of experience in Legal Drafting, Due Diligence and diversified legal field.
- Experienced in Litigation & Handling matters related to Property, Civil, Criminal Cases, Writ, Winding Up, Consumer Forum etc.
- Skilled in negotiation and finalization of documents
- Habituated with Time bound delivery /job schedule.
- Ability to work independently with responsibility.
- Corporate relation and strategy making.
- HR/Administration planning and implementation.
- Efficient approach to legal compliances

EXPERIENCE

Forum Projects (Forum Group of Companies)

From 18th July'2012 onward till date

Position: Senior Manager-Legal

Key Responsibilities

- To draft and various Agreements, Deeds, MOU, Documents, Legal Notice, Indemnity Bond, Joint Venture Agreement, POA, NDA etc.
- Finalization of term sheets / MOU/ Agreement etc. Negotiation-with parties and lawyers
- Analyzing/ reporting/research on legal issues
- Statutory Compliances as applicable from time to time.
- Exposure in both Retails/ commercial and Residential projects, (dealing with top brands of India and abroad)
- Court matters.
- Monitoring legal including case matters regularly
- Interacting with Legal Experts
- Registration of properties
- Misc. works as entrusted by Directors from time to time
- Completion of assigned project wise responsibility within time bound schedule

EXPERIENCE

Simoco Telecommunications (South Asia) Ltd., Kolkata

From July 2009 to 16th July'2012

Position:- Assistant Manager-Legal

Key Responsibilities

- To draft various Agreements, Deeds, MOU, Petitions, Complaints, Documents, Legal Notice, Indemnity Bond, Joint Venture Agreement, Non Disclosure Agreement, Software technology transfer Agreement, Distributor/Franchise agreement, etc.
- Property matters: Searching, registration, drafting, documentations such as mortgage, agreement for sale, Deed of Conveyance, lease, NOC, Assignment of right, POA, Possession, Allotment letter, Joint venture Agreement, Loan Agreement, etc.
- Statutory Compliance matter (only Legal issues) of Factories Act, ESI and P.F. Shop & Establishment, Employment Exchange, etc.
- Matter related with Telecom, Property, Consumer Forum, Winding up, Asset purchase, Foreign Collaboration etc.
- Matter related with IT Business
- Initiating Civil cases.
- Dealing with Criminal case.
- Dealing with 138A NI Act cases.
- Appearing and dealing in Consumer Forum
- Monitoring Case matter regularly
- Interacting with Legal Experts,
- Miscellaneous Legal matters.
- Negotiation-with parties/litigants

- Registration of properties
- Analyzing reporting on legal issues
- Educational Project_Co-coordinating SIP/WIP (Project Coordinator).
- Preparation of Educational MOU.
- Domestic Enquiry, Contractual service, Labour court matters etc.
- HR related documentation.
- Misc. works as entrusted by M.D. from time to time.

EXPERIENCE

Sikaria Group of Companies, Kolkata.

From May 2007 to 31st July 2008

Position-Assistant Advocate

Key Responsibilities:

- To handle all official documents,
- To draft various types of documents, Conveyances, Agreements for sale, Power of Attorney, Declaration, Affidavits etc. related with Real estate,
- To handle all correspondence,
- Translating, comparing old Bengali Deeds, Records, Documents.
- Registration procedures.
- As entrusted by management.

EXPERIENCE

Independent Practice

From December 2004 to April 2007

Position:- Legal Practitioner

Key Involvement:

- Civil cases such as Succession, Partition, Suit for Declaration, Injunction, etc.
- Making conveyance, Various Agreements, POA etc **related with Real Estate.**
- Registration, searching in S.R.O. D.R.O. and other authorities.
- Matter related to 144 Cr. P.C., Affidavit.
- Handling Criminal Cases such as 498A etc.
- Interacting with legal expert.
- Matter related to Marriage, Divorce, and Maintenance.
- Matter related to Cheque Bouncing i.e. 138A N.I. Act.
- Writ and Appeal matter to limited extent.
- Negotiating with parties.

EXPERIENCE

Swastic Group of Companies, Kolkata

Real Estate

From May 2004 to November 2004

Position:-Legal Officer

Key Involvement

- To handle legal documents,
- Drafting of Agreements,
- To monitor case matter,
- To pay the amount related to legal matters and to the clients,

- Interact with lawyers and prospective clients,
- Misc. Report (as required by management from time to time)

EDUCATIONAL QUALIFICATION

- **Master of Law (LL.M.) (Full-Time)** 2003
from University of Burdwan with **57%** marks.
- **Bachelor of Laws (LL.B)** 2000
from University of Burdwan with **53.15%** marks. (held in 2001)
- **Bachelor of Arts (B. A.)** 1995
from University of Calcutta

EXTRA / CO-CURRICULAR ACTIVITIES

- Registered Member-- Bar Council of West Bengal.
- Regularly take part in the social welfare programme in local level.
- Writing articles, poetry.

OTHER DETAILS

- Have a good command of computer in MS Word, Excel, Power Point (as updated) and proficient in Internet applications.

PERSONAL DETAILS

Date of Birth : **5th January 1974.**

Martial Status : Married

Languages Known :

Language	Write	Read	Speak
English	✓	✓	✓
Bengali	✓	✓	✓
Hindi			✓

Height : 5 ft. 8 inches.

Complexion : Dark

Hobbies : Making friends, listening to music, reading books, watching movies, singing.

Present CTC : Rs. 7,82,599/-

Expected : Negotiable

Other facilities : Car/ Car fare, Medical facility, Gratuity

References and Supporting Documentation will be furnished upon request