

BOMMISETTYSATYASREENATH Mobile: +918328441989

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To Respected Sir/ Ma’am,

My ambition is to work in a reputed legal firm and well known corporate entities in the field of Law and to focus on corporate litigation, Contract, Intellectual Property, Civil law and Commercial Business laws through the academic experience gained from reputed Law Universities aswellas with my previous work experiences in a reputed MNC’s and to work with reputed firms as a team to attain more knowledge and rich practical experience to deal with any legal subjects pertaining to Law.

With my personal abilities and qualities, I can be a core and useful team member to reach a common goal and target of the team and impart my service excellence, which comes naturally fromme.

At this stage in my career, I seek strategic opportunities where I can learn and be part of the legal team and administration with professionally managed organisations and to obtain compliance analyst position at “Proximus,” and to ensure the organization is following set regulatory standards in their operations and fix any deviations.

Thank you for your time & efforts in reviewing my qualifications and look forward to carrying this discussion on a positive note.

Sincerely & Regards,

*BommisettySatyaSreenath*

# Enclosure: CV

***SUMMARY***

Detail –Oriented, efficient and self-motivated paralegal/legal assistance with a bachelor’s degree in law and over three years’ experience inacorporatesettingdrafting and negotiating contracts, ensuring legal compliance, drafting documents and correspondence, performing general administrative duties.

# PROFESSIONAL WORK HISTORY

***INTERSHIPS & CONTRACTUAL:***

* ***Motilal****legalfirmfor6monthsasinternshipin****lexisNexis****toolonstudyofSLAagreements,mortgage,health care and contractualagreements*
* ***EXIGENT SERVICES PVT LTD: 6 months*** *Immigration coordinator filing H1B and additional attachments for employees in US*
* ***COBRA LEGAL SERVICES: 3 months*** *document review segregating documents as per clint and made 51 state search on contract to make code of conduct*

# PROFESSIONAL SUMMARY:

***SDS RAMCIDES CROPSCIENCE PVTLTD : (19th AUG 2019 to 31st DEC 2019)***

***Role : SENIOR LEGAL OFFICER Legal &Compliance :*** *Supporting all legal issues including cases of company and recovery of bad debts. Making track of all cases in MIS Report and giving instructions to all legal assistance in all over India and making Legal visits in all over India which need to process legal cases*. *Daily review of portfolio transactions and monitor compliance restrictions as they apply to holdings , transaction and identifying breaches.Maintaining the Compliance Block facility, ensuring the updation in necessary systems to reflect the current blocks position and review of relevant processes and procedures to ensure best practice and assist in resolving queries with*

*regional compliance team and Front Office on compliance matters. Updating day to day compliance alerts/warnings in batch compliance related to trading strategies applied during this process.*

 ***Nat IT Services PvtLtd : (23rd OCT 2018 to 15 th May2018)***

***Role : Immigration officer and contracts (*** documentation process of immigration to USCIS making proposals for employees with supporting letters to submit to USCIS for approvals on immigration for US like H-1B, H4, H2, H-1B1, J1, F1 ,F2 Change of Status, Initial, Transfer,Amendment , Dependant, LCA, I-140, I-797, G-28, I907, I-129)

Contract review, Drafting,Review contracts terms and conditions and suggested certain points to fit it as per legal compliance. Collecting, and analyzing quality testing documentation, addressing non-compliance issues and advised on resources utilization and recommended remedial plans. Evaluated documents and contracts and recommended changes. Implemented process improvements to maximize department productivity.

***Lio discovery India Services Pvt. Ltd:*** *(19th march 2018 – 31stsep2018 )*

**Role: Legal Associate**Document review(consistently being a QCer, monitoring compliance-related issues, Submission driver & Subject Matter Expertise for various projects, handling contract lifecycle).

***Contracts:***.

* + *Drafting/ vettingofagreements,legalnotices,involveindiscussionswithclientsoncontractterms.*
	+ *Review contracts and maintain the company’s contractsdatabase.*
	+ *Process research and respondtosubpoenas.*
	+ *Performresearchonvariouslawandissue,draftsynopsesforlegalcounsel.*
	+ *Coordinatewithpersonalinotherdepartment,aswellasoutsidecounsel,toaccomplishtasksandprojects.*
	+ *Worked onprocurementofservicecontracts.*
	+ *Updatetheclientfeedbackonthedailybasis.*
	+ *Perform quality checks before the productsubmission.*

**Litigation:** During the course of employment I worked for Insider trading projects, Benchmark manipulation projects, Metals trading projects, Bonds & treasury trade misconduct projects, Antitrust projects, contract breach projects, managed contract life cycle thoroughly and assisted clientsinendtoend process and expertise in e-discovery. Conducted regular evaluation of general practices of the company.Developed formulas and standards for achieving compliance.

Review contracts terms and conditions and suggested certain points to fit it as per legal compliance. Collecting, and analyzing quality testing documentation, addressing non-compliance issues and advised on resources utilization and recommended remedial plans. Evaluated documents and contracts and recommended changes. Implemented process improvements to maximize department productivity.Trained new analysts on proper procedures.Examined language from legal aspects. Requested additional documentation and clarification as needed. Handled multiple simultaneous projects with consistent on-time completion.

***Volga videos: (15th Sep 2015 to 20 Jan 2018)***

***Role : Legal Officer*** *Due diligence of Land Properties ,Compilation of Title Deeds and Title Search of lands Properties (age ,owner, Nature , Location with all the documents of the property in MRO and Revenue office)*

# RESPONSIBILITIES:

* *Preparinglegalbriefsonpre–projectanalysisfortheteam.*
* *Assisting Project Managers by collecting the data with regards to the case and providing additional information required for the review and for the further course of actions, before and after the discussion with client.*
* *ConsistentlybeingQCer,SubmissionDriverandaTrainer.*
* *Preparing Chronology for projects on clientrequest.*
* *Review and Transcription of Audiofiles.*
* *Ability to handle conflicting priorities and multipledeadlines.*
* *Ability to quick adapt to a dynamic and changingorganization*

# PROFESSIONAL ACTIVE ROLES:

* *Client communication, Staffing, Management andAdministration.*
* *CreatinglegalTemplatesbothstandardandcustomized as pertherequirementsoftheclient.*
* *PreparingLoanagreement,MemorandumofUnderstanding,SaleAgreement,VendorAgreement,Non-Disclosure Agreementetc.*
* *Preparing affidavits, Employment Bonds, IndemnityBondsetc.*
* *Document Review, Audio Review, Chronology Review, Privilege Review, Privilege Log Review,Client Communication Management and ProjectManagement.*
* *Practiced on civil cases and corporate related cases for the period of six months in city civil court/ district court/ junior civil judgecourt.*
* *Ability to conduct internet-based research for fixing severalissues*
* *Abilitytoread,understand,interpretandcomprehendbusinessdata*
* *Absolute attention to detail andacutelyorganized.*

# ACADEMIC QUALIFICATION

**SSLC**: Adithya English Medium High School(2008).

**PUC:** GovtjrCollege(2008-2010).

***BA.LL.B(Hon’s)****: Mahatma Gandhi LawCollege(2010-2015).*

**Skills**: Excellent Communication; Interpersonal; Presentation; working knowledge of computers (M.S Excel, M. S. Word, M. S. Office and PPT’s); Research; Legal Documentation Process; Financial Reporting; Proactive; Project Management; ClientManagement

Punctual; Instant decision maker; Team work; Leadership; Logical thinking; Learning Attitude.

# PERSONAL DETAILS

DateofBirth : 25July1990.

Father’sName :B.N.V.Raghunath

Mother’sName : LakshmiKanthaB.

Languagesknown :English,Telugu,Tamil,Hindi(toread,write&speakaffluently) Hobbies : Reading, Singing, Dance,playingwithkids.

Place: Hyderabad (BommisettySatyaSreenath)