

Name: Aditya Reddy- (PGCBM) BBA.LLB, Honors in Business Law and International Law

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Education

Degree / Course	University / Board	Year of Passing	Percentage/ CGPA
PGCBM	XLRI, Xavier School of Management, Jamshedpur	2021	Pursuing currently
BBA-LLB (Hons.)	ICFAI Law School, IFHE Hyderabad	2017	7.11
Intermediate / 10+2	St. Mary's, Yousufguda, Hyderabad	2012	75
SSC	Gowtham Model School	2010	74

Work Experience

I. Assistant Manager-(Legal & Litigation), 11/2019 to present

Indian School Finance Company Private Limited – Hyderabad Corporate office

- Managing the legal operations of entire south zone (TS, AP, KA, TN)
- Managing internal/ external stake holders, independently.
- Managing litigation (civil, criminal) including but not limited to;
 - Filing of Section 138 Cheque bounce cases.
 - Drafting claim statements and filing of Execution petitions on passing of arbitral award.
- Ensuring compliance of orders/ directives.
- Initiation of SARFAESI under Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002.
- Due Diligence of property documents and approvals for loan disbursement.
- Managing drafting and vetting of Agreements /representations.
- Tracking, managing and update MIS.
- Taking various steps to mitigate legal risk.
- Ensuring legally compliant Agreements and Documentation in Retail Lending.
- Drafting & Vetting of various documents including Loan and Security Documents, Service.
- Provider Agreements, various tie-up agreements with manufacturers, Dealers etc.
- Assisting the Business team to understand the nuances of the deal from legal point of view
- Contributing and taking initiatives in studying various deals already done.

II. Senior Executive – (Legal & Compliance), 02/2019 to 11/2019

Apollo Med Skills Limited (Apollo Group) – Hyderabad Corporate Office

- Job Role same as former Job. (DDU-GKY compliances)

III. Legal Executive (AP & TS Circle), 10/2017 to 02/2019

ATC India - Hyderabad, Telangana

- Assisting the circle Legal Manager in the completion of all legal and statutory compliance activities at the circle.
- Vetting of documents and scrutiny of legal documents required in the Site Acquisition and other legal processes.
- Drafting legal documents in compliance with all legal requirements.

- Co-ordinated with panel advocates pertaining to the ongoing cases and pursuing company litigation, Land Documentation, Title Verification, and Due Diligence of property docs.
- Effective Client negotiation in regard to various issues and queries raised by them.
- Query resolutions pertaining to other departments. (Both Legal and Non-Legal).
- Compiled internal information for compliance audit by reviewing company policy and documentation and non-compliance reports.
- Promoted compliance by advising management on actions that needed to be taken in order to comport with government regulations.
- Filing of writs with the help of panel advocate.
- Located authoritative and relevant legal precedent to assess probable outcomes and potential arguments.

Organizational Experience

Wide spread Internship experience under various companies and Law firms such as Sujana Group, Ganu and Company, Panel Advocate of TSRTC, Panel Advocate of IDBI bank and AP State Human Rights Commission.

Skills

- Drafting, contract negotiation, effective conflict resolution.
- Cross function team coordination, Exemplary communication skills for the supervision and organization of legal staff.
- MS Office, Proficiency in handling MIS, Tarantula, Oracle.
- Highly proficient in transcription, Case analysis, brief preparation as well as interpretation.
- Skilled in fostering positive and trusting client relationships.
- Procedural knowledge and drafting skills for initiating arbitration proceedings and proceedings under Section 138 of NI Act,1881 against cheque bounce and in execution of arbitral awards.

Key Achievements/Extracurricular Activities & Certifications

- Selected to present paper titled, “Corporate Social Responsibility: A Case Study”, at “National Seminar on Corporate Spectrum: Legal Facies” at ICAFI LAW SCHOOL, IFHE.
- Co-authored an essay on “Recent Trends In International Contracts” for the competition conducted by Gujarat National Law University and the same was selected and published in International Contracts.
- Coordinator for 33rd BCI Moot Court Competition conducted at ICAFI University.
- Attended workshop on "Advance contract drafting and dispute resolution ".
- Certificate in ‘Budgeting’ from Harvard Business Publishing.
- Certificate in ‘Crisis Management’ from Harvard Business Publishing.
- Certificate in ‘Presentation Skills’ from Harvard Business Publishing.
- Certificate in ‘Strategy Planning and Execution’ from Harvard Business Publishing.

Hobbies & Interests

Cycling, Reading, Gardening, Playing Basket Ball, Bowling.

Personal Details

- Date of Birth : 23/09/1994
- Gender : Male
- Languages Known : English (fluent) , Hindi (fluent) and Telugu (native)
- Address : 6-3-1197/1, Flat. no. 403, Kishore Nikethan Apartments, Uma Nagar, Kundanbagh, Begumpet, Hyderabad