



SURBHI KALA

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Targeting career enriching assignments with an organization of high repute

ACADEMIC DETAILS

- 2016** B.B.A., L.L.B. (hons.) from Gujarat National Law University, Gandhinagar; secured 72.5%
2010 12th from Mithibai College, Maharashtra Board, Mumbai; secured 75%
2008 10th from Subodh Public School, CBSE Board, Jaipur; secured 88.8%

ORGANIZATIONAL EXPERIENCE

Juniper Hotels Pvt. Ltd. (Owners of Hotel Grand Hyatt), Mumbai as Manager- Legal

Jan'19-Mar'20

- Independently handled various legal issues of the company including drafting & vetting of commercial and contractual documents
- Research and preparation of replies, on behalf of the company, for ongoing litigations, insolvency petitions and arbitration matters
- Worked in collaboration with panel counsels/ advocates and reputed law firms for ongoing legal matters
- Collaborated and submitted bid documents including RFQ, RFP, sub-lease deed and other supporting documents for taking the land on lease from government organizations and Public Private Partnerships for expanding the hospitality business of Saraf Hotel Enterprises (*Holding Company of Juniper Hotels Pvt. Ltd.*).
- Documentation and compliance for land related cases
- Closely worked with management for developing effective strategic solutions to strengthen the organizational goals

GVK Mumbai International Airport Ltd., Mumbai as Assistant Manager - Legal

Jun'16-Sep'18

- Drafting & Vetting of legal documents such as Concession Agreement, Legal Notices, Eviction Application, Notice U/S 138 of Negotiable Instruments Act, Bank Guarantee.
- Preparing various agreements including Aircraft Maintenance Agreement, Agreement for Elevated Access Way, Commercial Agreements, including agreements for ATM, commercial outlets for retail and F & B concessions at the Airport
- Participating in bid documents preparation including RFQ, RFP, LOA for conducting bid process of various tenders at Mumbai Airport specifically for, Ground Handling Concession, Cargo Warehouse Concessions, International Cargo Concession, Perishable Cargo Concession & Commercial Concessions at the Airport
- Ensuring timely execution of extensions, addendums, amendments, renewals, novation and termination of existing agreements
- Directing matters including Ground Handling Tender Writ Petition & other airport related matters, while working as a part of the Litigation Team
- Submitting responses on behalf of Mumbai International Airport Ltd. for the parliament questions posed for Mumbai Airport
- Interpreting contractual obligations & rights; evaluating technical / financial problems for management reporting
- Analyzing the financial and technical situations and developing effective strategic solutions to strengthen the organizational goals

KEY INTERNSHIP EXPERIENCE

Organization: D. M. Legal Associates Advocates, Mumbai

Nov'14-Dec'14

Synopsis: Diligently managed cases pertaining to related party transaction and matters related to Companies Act 1956, including oppression & mismanagement and Section 193 r/w Section 195.

Organization: Paras Kuhad & Associates, Jaipur

Jun'14-Jul'14

Synopsis: Prepared assignment on attachment of property under Code of Civil Procedure. Led research on cases related to Jaipur Development Authority Act R/W Transfer of Property Act, 1882.

Organization: Rajani, Singhanian & Partners, Mumbai

May'14-Jun'14

Synopsis: Studied on Section 50B of Income Tax Act, 1961 along with issue of private placement, Section 42 & Section 62 under Companies Act, 2013 and on Rule 15 of Company Code Rules, 2014. Prepared assignment on Fraud under FCPA and UK Bribery Act.

Organization: Juris Vista Law Chambers, Jaipur

Dec'13-Jan'13

Synopsis: Engaged in cases related to ostensible owner under Transfer of Property Act, 1882. Prepared assignment on compliances for Public Companies in accordance with Companies Act 2013. Assisted in drafting a Trust Deed for a Cadaver Transplant Organization.

Organization: Akhil Modi & Associates, Jaipur

Nov'13-Dec'13

Synopsis: Reviewed matters related to FEMA Act, 1999 & Banking Regulation Act, 1949, research on SEBI Regulations registration of document with respect to commodity trading and share market.

Organization: S. Kasliwal & Associates, Jaipur

Jun'13-Jul'13

Synopsis: Studied & facilitated on matters associated with Section 185 of Companies Act, 2013, Section 295 of Companies Act, 1956 and vicarious liability for offences committed by companies.

EXTRACURRICULAR ACTIVITIES

- Actively participated in:
 - Legislative Drafting Competition, 2013
 - National Trial Advocacy, 2011
- Moots:
 - Quarter finalists in 30th Inter University Bar Council of India Moot Court Competition, 2014
 - Runners up in 2nd ILNU International Moot Court Competition, 2013
 - Received Best Memorial Award in 2nd ILNU International Moot Court Competition, 2013
- Worked as:
 - Part time guest faculty for online certificate courses for lawsikho.com
 - Part time guest faculty for institutes mentoring students for competitive exams in Mumbai
 - Member of bid submission team for GVK MIAL
 - Member of implementation team of various projects at Mumbai Airport
 - Member of GNLU Moot Court Committee, 2011-2013; helped in organizing 10 successful Moot Court Competitions
 - Member of the Organizing Committee of GNLU International Moot Court, 2011- 2014
- Others
 - Pursuing online certificate course on Real Estate Laws organized by WBNUJS, 2018
 - Attended 2nd Annual Conference on Legal Issues in Infrastructure organized by Law Senate Arbitration Law Firm in association with India Infrastructure, 2017
 - Attended Capsule Course on Practical Aspects of Mergers & Acquisitions Deal Making organized by Khaitan & Co.,2014

PERSONAL DETAILS

Date of Birth: 14th July 1993
Languages Known: English, Hindi, Spanish (Level 1)
Permanent Address: G2, Anupam III, Vasundhara Colony, Tonk Road, Jaipur - 302018

REFERENCES

- ☐ **Mr. Paresh Vaidya**, AVP- Commercial, Adani Enterprises Ltd., Ahmedabad.
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- ☐ **Ms. Kavita Tiwari**, AGM- Commercial, GVK Mumbai International Airport Ltd., Mumbai
Email- kavita.tiwari@gvk.com; Ph. No. - +91 99301 44195