



## BHAKTI PATWARDHAN PARANJPE

Legal Professional aiming for positions in Legal functions – over 16 years of experience

✉ bhakti45.p@gmail.com 📞 9833254033

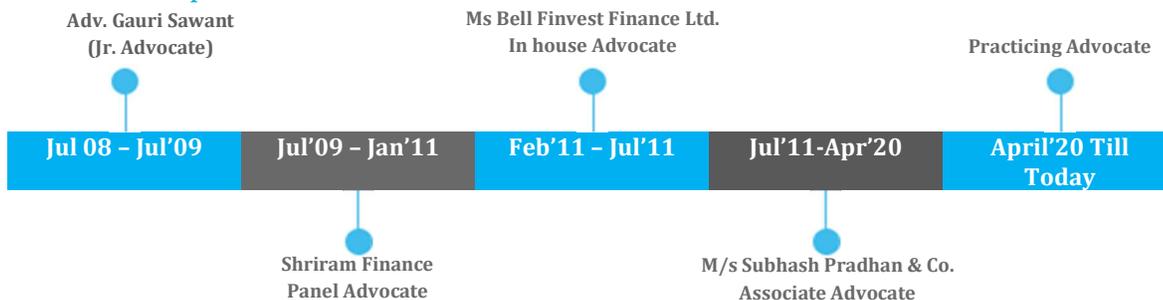


### Objective

- Legal Professional with over 16 years of experience seeking challenging positions in Legal functions. Eager to learn and adapt to new tools and approaches, committed to showcasing excellent team performance, and dedicated to developing technical and functional skills through analytical thinking.



### Work Experience



### Professional Skills

- Drafting of various Agreements under Transfer of Property Act, MOU, POA, Gift Deed, Will etc;
- Drafting of Complaint, Written Statement, Replies/Rejoinders, Legal Notices etc.;
- Preparing synopsis of the case;
- Handling civil matters as well as matters pertaining to Original side Appearing before various Courts, including Bombay High Court, Bombay City Civil Court and its' branches, Small Causes Courts, M. M. Courts and various Tribunals;
- Arguing for Interim Relief and other miscellaneous issues;
- Liaising with Counsels and to follow up with them;
- Liaising with clients to collate the basic details of the case;
- Conducting due diligence with respect to title of any property;
- Research of judgments relating to particular matter.



### IT Skills

- Sound knowledge of MS Office



### Certification

- Completed Diploma in Cyber Law from Asian School of Cyber Law, Pune in 2008
- Certification in English Typing @ 30 w.p.m. & 40 w.p.m.
- MS-CIT
- Certification course in Information Technology (CCIT)



### Education

2008  
2005

LLB from Mumbai University  
B.Com. from Mumbai University

## Job Profile

### Handling Civil Matters under Property Law

- Drafting Agreements under Property Law, Drafting Civil Suits related to Property issues, all correspondences and Applications regarding the property issues (immovable property), appearing in courts (High Court Bombay, and City civil court, Small Causes Court Mumbai) to take steps in matters till its final disposal.

### Handling Criminal Cases U/S 138 N.I. Act

- Drafting Legal Notices to be sent to Defaulters, Drafting Complaint, all Correspondences & Application. Taking daily steps in matters till final judgment.

### Pre - interest Litigation / Lok Adalat

- Applying the Legal Services Authority for pre-interest litigation / Lok Adalat, sending notice to customer regarding pre-interest litigation / Lok Adalat, making all arrangement of pre-interest litigation / Lok-Adalat.

### Arbitration

- Sending Notice to Defaulters, Preparing Arbitration Application, and Filling the Application before the tribunal, appearing in the same before the Arbitrator, taking steps till its final disposal.

### Execution Proceeding

- After getting Arbitration Award/Decree filling Application for Execution of Award/Decree in appropriate court, Preparing Affidavit & Application, Removing objections, Taking daily steps in matters till final order.

### Drafting

- Notices of Civil as well as criminal U/s 138 of NI Act nature,
- Family matters and related documents,
- Complaint and Civil suits,
- All types of Deeds under Transfer of Property Act
- Title Deeds
- Indemnity Bond
- Affidavit
- Partnership Deed

## Previous Experience

**May'06 – Aug'06**      **Rui Rodrigues Counsel of Mumbai University**  
Trainee

**Dec'05 – Mar'06**      **Mulla & Mulla Solicitors and Advocates Firm, Mumbai**  
Trainee

## Personal Details

**Date of Birth**                   :      4<sup>th</sup> September 1984  
**Languages Known**           :      English, Hindi & Marathi  
**Address**                         :      7/903, Iris, Regency Estate, Dnyaneshwar Nagar, Nr. Jondhale Engg. College, Sonarpada, Davdi, Dombivli (E) 421203  
**Nationality**                    :      Indian  
**Marital Status**               :      Married  
**Hobbies**                        :      Reading, Drawing, Singing, Dancing