



MAUSUMI MADHUSMITA

LEGAL HEAD AND RISK ADVISORY

Personal Profile

Rashmi Vihar apartment
Bhubaneswar, 751006
India
8093847629
poojamausumi0125@gmail.com

Skills

contract drafting

Corporate laws

Risk Management and Assessment

Regulatory Compliance

Compliance programs

Analytical skills

Executive Management

Contract Negotiator

Knowledge on IP laws, SEBI ACT, Debt re-
covery laws,

Due Diligence

Corporate Governance

Project management

conflict of Interest

Attention to Detail

Stakeholder Management

financial records and statements

Communication skills

Problem Solving

Professional Summary

Skilled Corporate Legal Head has broad experience in transactional analysis, mergers and acquisitions, with risk management and compliance and advising clients from business start-ups to seasoned companies. Their duties are diverse and can range from conducting risk assessments to advising the management.

Employment History

Origo Commodities, Risk Advisory and Legal Head, Haryana

06/2016 - 09/2019

- Expertise in commodities trading and risk management
- Proven track record of delivering profitable results for clients
- In-depth knowledge of global market trends and analysis
- Strong communication and negotiation skills to build successful partnerships
- Committed to providing exceptional customer service and satisfaction
- Draft and negotiate all types of technology licensing agreements - both in-bound and out-bound licenses and partnership agreements.
- Collaborated with the clients on the review of products, business strategies, and initiatives to assess legal compliance and provide practical advice.
- Deliver assignments to a high level of client satisfaction and within budget
- Build relationships with all levels of client management including C-suite level
- Build understanding of our solutions, share knowledge and be able to draw on subject matter specialists accordingly
- Develop relevant recommendations and solutions to improve efficiency and mitigate areas of risk
- Work with clients to understand their changing risk landscape and needs.
- Good teaming and interpersonal skills and capability to work in a fast-paced and dynamic environment
- Strong experience in communicating with senior stakeholders including excellent report writing skills
- Strong and demonstrable knowledge of core financial processes, financial and management accounting and risk management practices.
- Finds logical or innovative solutions to complex or unusual problems.
- Plans and coordinates own workload and that of other team members. Meet deadlines, quality and risk objectives, taking appropriate action to address issues as they arise.

Dayabhav Foundation, Legal Advisor and Risk Management, Bhubaneswar

08/2020 - 11/2021

- Consulted with clients beginning new businesses.
- Assisted clients in completing all documents required for forming various business entities, including limited liability companies, limited liability partnerships, S-Corporations, and others.
- Ensured client business structures were legally sound and compliant.
- Use proactive marketing and networking to generate high-potential leads and build a robust client base
- Educate buyers and sellers on all aspects of the housing market and property sales process.
- Responsible for overseeing all legal and compliance matters within the company.
- Identifying potential legal and compliance risks and developing strategies to mitigate them effectively.
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Company Documentation and drafting

Audit conduct

Analyzation of Legal papers and financial statements

Merger and Acquisition

Real Estate Laws

Microsoft Office

Ability to Multitask

Critical thinking and problem solving

Legal knowledge

Presentation Skills

Data analytics

Infrastructure Management

Networking

Information Security

Operational Risk Management

Regulatory Requirements

Languages

English

Hindi

Oriya

Developing, implementing, and enforcing company policies and procedures to ensure compliance with legal and regulatory requirements.

- Reviewing, negotiating, and drafting a wide range of contracts and agreements, including vendor contracts, employment agreements, and customer contracts.
- Developing and delivering training programs on legal and compliance matters and ensuring employees' understanding and adherence to relevant laws and regulations.
- Conducting regular audits as well as assessments and identifying any areas of non-compliance and developing corrective actions.
- Leading a team of legal and compliance professionals, providing guidance, support, and strategic direction.
- Staying up to date with changes in laws and regulations relevant to the company's operations and advising stakeholders accordingly.

Keeves India Comotrade and Multi-services(OPC), Legal Head and Compliance , Bhubaneswar

11/2021 - 12/2023

- Expertise in legal compliance and risk assessment, ensuring company's adherence to laws and regulations.
- Ability to develop and implement effective risk management strategies, minimizing potential legal liabilities.
- In-depth knowledge of industry-specific laws and regulations, providing guidance on legal matters to all levels of the organization.
- Proven track record in conducting thorough investigations and audits to identify potential risks and recommend solutions.
- Strong communication skills, collaborating with cross-functional teams to mitigate risks and ensure a culture of compliance within the company.
- Knowledge of contract law, intellectual property law, real estate law, employment law, etc.
- Provided legal guidance and support to internal departments, including senior management, on legal matters related to the company's operations.
- Drafted, reviewed, and negotiated a variety of contracts, agreements, and legal documents, ensured compliance with legal requirements, and protected the company's interests.
- Conducted legal research and analysis to stay up to date with relevant laws, regulations, and industry standards, and provided accurate and timely advice to the organization.
- Assisted in ensuring compliance with applicable laws, regulations, and company policies, advised on regulatory requirements, and developed as well as implemented compliance programs.
- Identified legal risks and provided strategic advice to mitigate potential legal liabilities, worked closely with internal stakeholders to proactively address legal issues.
- Maintained and updated contract templates, managed contract databases, and ensured compliance with contractual obligations.
- Assisted in conducting legal due diligence for mergers, acquisitions, and other business transactions, assessing legal risks, and providing recommendations.
- Prepared and reviewed legal documents, including corporate resolutions, powers of attorney, and board meeting minutes.

Education

10th, Prabhujee English Medium School, Bhubaneswar

04/2013 - 04/2014

passed with 90.2% with CGPA 9.6

12th (Computer Science), Prabhujee English Medium School, Bhubaneswar

04/2014 - 07/2016

Passed 11th and 12th in Computer science with 78% and 82.9% respectively

BA llb(hons), Madhusudan Law University, Cuttack

Passed with 1st Division

Internships

Odisha State Vigilance, Legal Intern

- We were provided with the briefings on various topics each day like - on prosecution system of Vigilance; evasion of Sales Tax and surprise check on interstate gates; etc.
- It was really a great experience for me to learn so many things .
- Drug and devices safety and quality.
- Strong analytical skills including trend and statistical analysis.
- Working on safety databases in different cells.

Forensic Science Laboratory, Intern

- Learnt many things like about dead bodies, how they are examined.
- Learned how harmful substances like drugs, cocaine and all other are detected on notes and dead bodies.
- Had a great experience about human psychology and toxicology.
- Providing expert testimony in court to explain laboratory findings.
- Maintaining and ordering new lab equipment.
- Performing quality checks on lab supplies, chemicals, etc.
- Calibrating lab equipment.
- Worked on different food laws, The Essential Commodities Act, 1955; The Edible Oils Packaging (Regulation) Order, 1998; The Food Safety And Standard Act, 2011

District & Session Court, Legal Intern

- Case briefing and legal research to the honourable District Judge.
- Conduct research into cases, statues, precedents and other legal topics.
- Draft memos, motions, briefs, demand letters, mediation statements and other documents..
- Assist lawyers in drafting compelling arguments for trials, hearings and depositions.

Orissa High Court, Legal Intern

- Case studying and extensive research work given by the Supervisor.
- Cases were related to Criminal, Arbitration, Taxation, Companies act, Contract.
- Reports were submitted to the Supervisor based on the research work assigned.
- Attend court hearings, depositions, mediations, client meetings and other case events with supervisors.
- Review and organize case files, discovery material and other information.
- Review and discuss cases with lawyers, paralegals, legal assistants and other professionals.

Kadkadooma District Court, Legal Intern

- Conduct research into cases, statues, precedents and other legal topics.
- Attend court hearings, depositions, mediations, client meetings and other case events with supervisors.
- Review and organize case files, discovery material and other information.

- Perform clerical tasks like filing, making copies and staffing information desks.

Patiala House Court, Legal Intern

- Attend court hearings, depositions, mediations, client meetings and other case events with supervisors.
- Assist lawyers in crafting compelling arguments for trials, hearings and depositions.
- Review and discuss cases with lawyers, paralegals, legal assistants and other professionals.

High Court of Delhi, Legal Intern

- Conduct research into cases, statutes, precedents and other legal topics.
- Draft memos, motions, briefs, demand letters, mediation statements and other documents..
- Assist lawyers in crafting compelling arguments for trials, hearings and depositions.
- Review and discuss cases with lawyers, paralegals, legal assistants and other professionals.
- Attend court hearings, depositions, mediations, client meetings and other case events with supervisors.
- Review and organize case files, discovery material and other information.
- Perform clerical tasks like filing, making copies and staffing information desks.

Supreme court of India, Legal Intern

- Prepared list of dates, legal propositions involved in the matters, several conference with the clients, appearance before the judge, client counselling.
- Help draft and edit the contract templates.
- Drafted various court documents, invoices, and enclosures at attorneys' requests.
- The legal intern may also conduct client training, perform legal research as needed, and support smaller projects as requested by the Intel lawyers responsible for providing legal support.
- Assisted in putting together a standard form of a confidentiality agreement.
- Organized legal memorandum and client correspondence.
- Researched documents and publications for details that would establish evidence.
- Proofed documents and submitted them to attorneys for review.
- Produced retainer agreements, contact letters, and various publications and handouts for clients.
- Performed client intake and client interviews.
- Prepared motions and interrogatories.
- Conducted intake interviews to spot legal issues for presentation at case acceptance.

Seminars and Workshops

- Participated in the 2nd International Conference on " Role of Media in Democracy ", organized by Xavier University Bhubaneswar,
- Attended Workshop on International Law organized by Army Institute of Laws, Mohali in association with Indian Society of International Law, New Delhi on Jan. 8-9, 2021.
- Attended three-day 31st All India Criminology Conference of Indian Society of Criminology organized by National Law Institute University, Bhopal on January 18-20, 2019.

- Participated in Three-Day Training Programme on Changing Dimensions of Human Rights in India organized by Rajiv Gandhi National University of Law.

Projects

1. Mutual confidentiality Agreement
2. RERA Projects like Dayabhav Association Customer or client-service experience.Track record of nourishing and maintaining client and coworker relationships Corporate Governance
3. Bharat Bill Payment System and UPI(Keeves)

Declaration

I do hereby declare that the above information is true to the best of my knowledge.

Mausumi Madhusmita