

Resume

Mrinmayee Deshpande

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A growth-oriented professional with **over 7 years' experience** as Legal Consultant in IT Company, Legal Officer in Bank, Junior Advocate & Visiting Faculty for Law

Profile Summary

- Leave & License Agreements, Lease Deeds, Vetting RFPs raising legal queries, Vendor Agreements, drafting replies to notices, RTIs, reviewing NDA, drafting, reviewing & vetting miscellaneous documents, coordination with Business team, internal teams to collate facts
- Peruse and scrutinize the title documents relating to immovable properties proposed to be taken as security for Housing Loans/Mortgage loans/Education loans referred by the Branches
- Prepare legal opinion on title verification
- Demonstrated abilities in legal writing
- An innate flair for accepting challenges
- Proficient in Computers
- An effective communicator with good presentation skills and abilities

Core Competencies

Legal Drafting	Flair for writing with correct grammar usage
Reviewing Agreements	Peruse Property documents
Vetting of documents	Prepare legal opinion
Preparation of drafts	Vetting RFPs raising legal queries

Organizational Details

September'21 to July'22 as Legal Assistant Reliable Exports (India) Pvt. Ltd.

Key Result Areas

Drafting Leave & License Agreements, Lease Deeds, Renewals, Possession Letters, Closure Letters, Deed of Assignments, MOU etc

To peruse and scrutinize the title documents relating to immovable properties proposed to be taken on Lease, give legal opinion

Drafting replies to letters

Litigation management- coordinating, briefing, appointing Advocates with respect to cases; reviewing complaints, written statements prepared by Advocates

Organizational Details

Dec'20 to September '21 as a Consultant, NSEIT Limited, Mumbai

Key Result Areas

- Drafting Leave & License Agreements, Lease Deeds, Renewals, Possession Letters, Closure Letters for Pan India 229 Centers
- To peruse and scrutinize the title documents relating to immovable properties proposed to be taken on Lease, give legal opinion

- Drafting replies to notices, RTIs, letters
- Reviewing validating NDA, Agreements, MSA
- Vetting RPF' s, raising legal queries
- Coordination with Business team, internal teams to collate facts
- Drafting Affidavits, Authority Letters, Vendor Agreements

Organizational Details

Feb'19 to June'20 as Officer on Special Duty/Legal Officer, DNS Bank

Key Result Areas

- To peruse and scrutinize the title documents relating to immovable properties proposed to be taken as security for Big & Commercial advances such as Project loans, Big loan accounts referred by the Credit Department and/or the Branches and call for additional title and other supportive documents and to prepare legal Opinion/ Mortgage drafts.
- Preparation/Finalization of extension of mortgage draft(Equitable/Registered) in case of commercial advances
- To prepare and finalize mortgage drafts of Housing loans/Mortgage loans/Education loans
- Consortium Agreements, Pari Passu, Reviewing NDA' s, MSA
- To prepare miscellaneous documents such as Power of Attorney, Indemnity Bond, Affidavits, Undertaking

Previous Organizations

July'12 to July17 as Junior Advocate

- Legal Drafting, Drafting Notices, Replies
- Attending Court Matters, Follow up of cases
- Filing Marriage petitions, Sec 138 cases
- Drafting various documents, Affidavits, Undertakings, Indemnity Bonds
- Perusal of Property documents (7\12 extracts, mutation entries, CC, OC, N.A Orders & other Competent Authority Orders and its compliance), Establishing chain of title & giving Legal Opinion
- Drafting\ Validating NDA's

July 17 to August 14 as Visiting Faculty

College	Class	Subjects
DSPM K V Pendharkar	FY, SY	Business Law, Company Law, POM, Business Environment
Yadavrao Tasgaonkar College of Management & Research	MMS	Legal Aspects of Business Studies & Taxation, Labour Laws
SNDT, Law School, Juhu (Teaching session of 3 hours for 3days, As a part of LL.M Curriculum)	LL.B	Women & Law

Academic Details

LL.M in 2015 from SNTD Law School, Juhu Mumbai

LL.B in 2012 from Government Law College, Mumbai

M.A Economics in 2008 from Pune University

B.A in 2006 from Karnataka University, Dharwad

Throughout Schooling from Kendriya Vidyalaya (CBSE),
Nasik, Kamptee & Pune

Personal Details

Date of Birth: 08th March 1985

Address: Sushodipam, Trimurti Co-operative Housing Society, Ganesh Nagar,
Near Church, Dombivli (W), Mumbai- 421202, Maharashtra

Languages Known: English, Hindi, Marathi & Kannada