

CURRICULUM VITAE

PREMANAND DHANU VELIP
R/o Margao Salcete, Goa -India



Name :	PREMANAND DHANU VELIP
Age :	33 YRS.
Date of Birth :	11 th MAY 1987
Sex :	MALE
Marital Status :	SINGLE
Current Address :	ROVULEM CURTORIM SALCETE- GOA 403709 INDIA
Permanent Address:	H.NO 01, VILLIAN BHATI, SANGUEM GOA, 403704, INDIA
Phone No. :	MOBILE: 9823968386
Nationality :	INDIAN
Languages Known:	ENGLISH, MARATHI, KONKANI & HINDI
Email ID :	velippremanand@gmail.com

PROFESSIONAL QUALIFICATION

- Passed LLB(Hons,) in the year 2010, with 60% from Goa university

ACADEMIC QUALIFICATION

- Passed 10+2 (H.S.S.C) in Commerce, in the year 2005 with 61% from Goa Board of Education, Goa.
- Passed 10 (S.S.C.) in the year 2003 with 58%, from Goa Board of Education, Goa.

WORK EXPERIENCE

I. CURRENT WORK PLACE:

AGRAWAL GROUP OF COMPANIES (www.agrawalgroupgoa.com)

Margao Goa.

Position: Asst. Manager-Legal (from Feb 2014 till date)

➤ Roles and Responsibilities

- Handling both Civil and Criminal matters (including matter under NIA Act, RERA) of the group companies including drafting of Plaints, WS, Replies, affidavits and other drafting involved thereto and compiling case papers and documents for case filing or opinion from counsels.
- Looking after Tenancy, Partition, Mutation, conversion and other revenue Matters;
- Looking after Labour issues involved in the company and attending matters before Labour Tribunals, conciliation proceedings before Labour Commissioners and internal enquiries.
- Title Verification and search reports of the Properties and visit to the landed properties alongwith surveyors for identifications at loco.
- Drafting of Agreements Share Purchase Agreement, Non Disclosure Agreement, Service agreement, joint venture agreements etc.
- Drafting of Sale Deeds and registration of the same (sale deeds both for new land purchases done and for sale of constructed premises in projects constructed by group company M/s Kayji Real Estate Pvt. Ltd), Agreements for Sale, Lease Deeds, MOU, Leave and License Agreements and other documentation;

- Drafting of Agreements under RERA and preparation of other documents required for registration of Projects under RERA.
- Drafting of Solar Power Agreements, Rooftop Agreements, Power Purchase Agreements, Non Disclosure Agreements, brokerage agreements etc;
- Drafting and or vetting of Agreements like contract manufacturing, export/import agreements, marketing/distribution agreements pertaining to pharmaceutical sector of the group companies namely Medizest Pharmaceuticals Pvt. and DCI Pharmaceuticals Pvt. Ltd.
- Liaise with Govt. offices including Collector, Mamlatdar, Municipalities, Panchayat, TCP, tourism dept. for obtaining required licenses/NOC's /permissions such as NOC for sale of plots, trade licenses, registration of guest house before tourism dept., etc.;
- Preparing Board Resolutions in consultation with CS and looking after formation, registration and renewal of societies.
- Dealing with legal or related issues involved in various landed properties of the company including physical inspection;
- Looking after legal issues involved in the day today business of the company including drafting of notices or replies to Show Cause Notices or other notices received;
- Follow up of the matters with senior advocates and retainers;
- Maintaining litigation status and records.

II. PAST WORK PLACE

Adv. HEMKANT BHANGUI and ASSOCIATES

Curchorem Goa

Position: Junior Advocate (from June 2010 to January 2014)

➤ Roles and Responsibilities

- Handling both Civil and Criminal matters and appearance in court under the instructions of senior advocates;
- Drafting of suits and other pleadings in the suits, drafting of sale deeds and its registrations;
- Research of various judgments etc.

MY STRENGTHS

- Always believe in providing best results in the task allotted;
- Ability & interest in learning new things and keeping updated;
- Adaptability to any situation;
- Effective working, co-operative & result oriented approach.

INTERESTS

- Music, watching movie, reading Book, making friends.

CURRENT SALARY

Current Salary: Rs. 59,500/- PM

Expected: 85000/- and above

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge & belief.



PREMANAND DHANU VELIP