

RESUME



[A] Personal Details :

- Name : **Nilesh Subhash Khare.**
- Date of Birth : 16th April 1985.
- Marital Status : Unmarried.
- Address : 11, Radhakrushn Nagar,
Kanalda Road, opp. Amrut Provision,
Jalgaon – 425 001 (Maharashtra).
- Email ID : nileshkhare5@gmail.com
- Contact No. : 9021553452, 9422212470.

[B] Education :

Sr.No.	Examination Passing	Subject	Uni./Board	Class obtained
1.	S.S.C.	Eng,Mar,Hin.	Nasik Board.	Pass Class.
2.	H.S.C.	Commerce	Nasik Board.	Ist Class.
3.	BSL	Law	NMU Jalgaon	IInd Class
4.	LLB	Law	NMU Jalgaon	IInd Class

[C] Experience:

- Currently I am working as Legal & Admin. Officer in Nirmal Seeds Pvt. Ltd, Pachora, Tal. Pachora, Dist. Jalgaon (MS) since July 2015 to present.
- Worked as Advocate For BHR Multi State Co-Op Society Jalgaon as well as practice in District & Session Court Jalgaon since Dec. 2010 to June 2015.
- I have experience of Registration of Mortgage Deeds and Search Reports.

[D] Job Responsibility

- Drafting, Pleading & Handling S. 138 of NI Act cases, Criminal, Civil Cases, District Consumer Forum, State Commission Cases, MACT, Labour cases etc.
- Drafting Notice, Reply Notice, Agreement, Application to Gov. Offices etc.
- Providing documents to Branch for renewal of License and online renewal of License
- Co-ordinating with the other department to maintain the Legal & License issues.
- Co-ordinating with the Advocates and High Court, Supreme Court Advocates.

[E] Extra Curricular Co-Curricular Activities:

- MS-CIT, MS-OFFICE computer certificate course.
- Government Certificate English 40wpm and Marathi 30wpm typing.
- Have considerable experience in the field of conveyance and drafting.
- Hobby : Traveling.

Signature

Place : Jalgaon

Date:

Nilesh Subhash Khare