**PROGRESSION SYNOPSIS**

 **SANJIB BANERJEE**

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**PERSONAL INFORMATION**

**Date of birth**  : 2nd July 1969

**Qualifications** :

**Professional Qualification - Post Graduate Diploma in Business Management** passed with 1st Class from the **Indian Institute of Social Welfare and Business Management, Kolkata** in 2001 ( 3 Years part time program ) .

**Educational Qualification :**

(a) **L.L. B** passed in 2nd Class from the **Calcutta University** in 1995

(b) **B. Com (Hons.)** passed in 2nd Class from **Calcutta University** in 1990

(c) **Higher Secondary Examination** passed in 2nd Division from **West Bengal Board of Higher Secondary Education**  in 1987.

(d) **Secondary Examination** passed in the 2nd Division from the **West Bengal Board of Secondary Education** in 1985.

 **PROFESSIONAL INFORMATION**

**Present Co. : KOLKATA WEST INTERNATIONAL CITY PRIVATE LIMITED**

 **(Universal Success Enterprise Group Company)**

**Designation : Vice President - Legal**

**Duration : September - 2015 - Continuing**

**Functional responsibility - Responsible for all the legal matters of USEL Group.**

**Responsibility & Functional Area ;**

a) Overall strategizing legal issues, deciding the legal recourse, Implementation of legal

 policy internally and externally focusing the business objective of the organization.

b) Ensure timely steps taken in legal matters, maintain regular co-ordination with the

 Counsels, Solicitors and contracting parties.

c} Drafting / Vetting / Settlement of Agreement’s / MOU’s / Agreement For Sub Lease/

 Deed Of Sub Lease /Joint Venture Agreements / Contract’s etc.

d) Drafting/Vetting/Settlements of Plaints/ Petitions /Applications / Written Objection/

 Written Statements etc.

e) Drafting and vetting of Legal Notices / Replies to the Legal Notices / Legal

 Correspondences etc., including ensuring the timeline of reply where time is the

 Essence.

f) Looking after all litigations including Civil / Criminal/ Company matters /Arbitrations /

 Tribunal matters etc., pending before District Court, High Court, Supreme Court,

 Arbitrator etc.

g) Looking after the matters before NCLT /NCLAT, Commercial Court and Statutory

 Tribunals.

h) Handling Consumer Cases before Consumer Forum, State Commission, National

 Commission.

i) Deep analysis of the litigation, exploring possibilities to direct the litigation focusing the

 business interest of the Company and achieving desired goals with an effective manner.

j) Formulation of Legal Strategies on cases to case basis, implementation of the same,

 tracking the progress, gap analysis, issuing instructions and/or ensure matters to be

 handled with efficacy.

k) Appointing Solicitor’s/Counsel’s on case to case basis cost effectively, briefing them

 with accurate facts and Company’s argument through SWAT analysis, make them

 understand the factual and technical arguments, attending conferences and keep regular

 track of the progress of each matter.

l) Working in hand to hand with the team members, regular analysis of the problems, work

 out an effective solution, attending Court’s and Counsel’s regularly, regular monitoring

 of the team productivity, motivating team in crisis towards productivity.

m) Formulation of Legal Department objectives towards achieving the business objectives.

 Keeping track of the same through day to day monitoring and take corrective measures

 to achieve the business objective.

 n) Cost analysis, Legal Audit and Cost Audit on regular basis, preparation of legal budget

 and appraising Management, vigilant to control increasing legal expense, guiding the

 Legal Department cost effectively focusing the business objective

**Previous Co. : KEVENTER PROJECTS LTD.**

**Designation : Head - Legal**

**Duration : February 2014 - August 2015**

**Functional responsibility - Responsible for all the legal matters of MKJ Group.**

**Responsibility & Functional Area**

a) Drafting / Vetting / Settlement of all Agreements / MOU’s / Deed Of Conveyance /

 Joint Venture Agreements / Contracts etc.

b) Handling all the litigation including Civil / Criminal/ DRT matters/ Arbitrations /

 Tribunal matters etc.

c) Drafting and vetting of Legal Notices / Replies to the Legal Notices / Legal

 Correspondences etc.

d) Formulation of Legal Strategies on cases to case basis , implementation of the same,

 tracking the progress , analysis gap , found if any , resolve the same ..

e) Drafting/Vetting/Settlements of Plaints/ Petitions /Applications / Written Objection/

 Written Statements etc.

f) Handling matters in connection to Winding Up Petitions ,Insolvency cases and

 Company matters.

g) Providing all back end support to the Counsels / Sr. Advocates/ Solicitors through

 detail analysis of the case and findings with regard to merits & demerits of the case.

h) Formulation of Legal Department objectives towards achieving the business objectives.

 Keeping track of the same through day to day monitoring and take corrective measures

 to achieve the business objective.

i) Handling legal issues through Alternative Dispute Redressal Forums , resolve the same

 keeping in mind the business objective .

j) Day to day maintaining updated MIS , Case Status and taking the corrective measures .

 Advising Management with legal strategy , implementation of the same and monitoring

 to achieve the business objective .

k) Leading a team of professionals , motivating them to achieve business goals through

 team work .

l) Taking care of compliance part relating development and handing over , Co-ordinating with the Government Authorities and Statutory Authorities etc.

**Organization Name : ABP PVT. LTD.**

**Designation : MANAGER – LEGAL**

**Duration - July 2010 - January - 2014**

**About the work –**

**Functional responsibility - Responsible for Legal matters of ABP Group.**

**Responsibility and Functional Area;**

a) Handling all litigations including Civil, Criminal ,Arbitration etc. ,initiated by the

 Company / against the Company.

b) Documentation for all the business ventures , events and other business activities.

c) Ensure all RNI (Registrar of Newspaper of India) compliances, obtaining RNI

 Registration ,Co-ordinating with RNI Authorities in State Level and Central

 Level.

d) Handling matters in connection to Winding Up Petitions ,Insolvency cases and

 Company matters.

e) Drafting /Vetting / Settlement of Plaints , Petitions , Written Objections , Written

 Statements ,Statement of Claims , Counter Claims , Affidavit in opposition etc.

f) Handling Press Council matters , replying to notices , attending Press Council

 hearing , representing the Company and establishing the arguments.

g) Attending the proceedings initiated by various Government Authorities / Statutory

 Authorities etc., and representing the Company.

h) Drafting /Vetting /Settlement of Agreements, MOU’s , Agency Contracts , Services

 Contracts. Lease Agreements , Letter of understanding, IPR Agreements, Non-

 discloser Agreements and all other legal documents .

i) Maintaining Legal MIS ,keeping track of day to day progress of all the legal

 cases , analysis the progress , initiate appropriate steps, expedite disposal and

 appraising Management with updated status from time to time.

j) Appointing Solicitors /Advocates/ Senior Advocates on case to case basis and

 attending conference with them , briefing them on case to case basis and providing

 legal support.

k) Attending Court regularly, providing legal support to the counsels and ensure effective

 steps taken.

l) Conducting Legal Audit / Compliance Audit , analysis the report , formulation and

 implementation of recourse to resolve deficiency .

k) Handling ‘Privilege’ matters , preparation of written reply and arguments.

l) Handling Labour matters ,attending conciliation proceeding ,establishing Company’s

 stands and taking appropriate Legal recourse.

m) Ensuring Statutory Compliance for deployment of Contract Labour and formulation

 of legal process for smooth operation.

**Organization Name : MAGMA FINCORP LTD.**

**Designation : SENIOR MANAGER – LEGAL**

**Duration - August 2009 - July 2010**

**About the work –**

**Functional responsibility of State Legal Head (covering the State of West Bengal , Sikkim , Assam & North East).**

**Responsibility and Functional Area ;**

a) Ensure proper legal measures taken towards recovery of retail assets, initiation of

legal proceedings ,defending legal procedures initiated against the Company ,

Execution of Court orders / Judicial Authorities orders.

b) Implementation of legal compliance in Branch and SBU level , providing legal

support through various legal measures.

c) Ensure repossession/reconstruction of Company Assets through legal measures and

taking proactive legal steps.

d) Drafting/Vetting /settlement of Plaints , Petitions , Written Objections , Written

Statements , Statement of Claims , Counter Claims , Affidavit in oppositions etc.

e) Drafting /Vetting /settlement of Agreements, MOU’s , Service Contracts etc.

f) Monitoring all the legal cases referred to Arbitration / Civil Cases / Criminal Cases etc.,

in co-ordination with the Recovery team.

g) Execution of Orders through Decree Transfer , liquidation of repossessed assets

through legal measures , finalization of Terms of settlement , handling Contempt

maters etc.

h) Attending conference with Senior Advocates / Solicitors , briefing the cases

finalization of legal strategies etc.

i) Maintaining Legal MIS ,keeping track of the legal matters , analysis on case to case

basis and expedite disposal .

j) Ensuring execution of Warrant of Arrest , Decree , Court Orders and Interim Orders

obtained etc.

k) Ensure legal matters handled in cost effective process .

l) Co-ordinating and Communicating with Government Authorities / Statutory

 Authorities.

**Organization Name : Reliance Telecom Ltd.**

**Designation : Manager – Legal**

Duration – 2 years 7 months ( February 2007 – August 2009 )

**About the work -**

**Handling Legal responsibility for all GSM Telecom Circles ( Kolkata, West Bengal , Orissa, Bihar , Jharkhand , Madhya Pradesh , Chhattisgarh ,Himachal Pradesh , Assam & North East) .**

**Responsibility and Functional Area.**

a) Drafting ,Vetting and Settlement of Agreements / Memorandum of Understanding /

 Contracts including Telecom Tower Sharing Agreements , Novation Agreements ,

 Service Promotion Contracts, IPR Agreements etc.

b) Handling all litigations including Civil , Criminal , Arbitration , Tribunal matters,

 Specific Performance Cases, 138 cases /Revocation of Bank Guarantee matters /ICD

 Matters etc.

c) Drafting / Vetting / Settlement of plaints / petitions / written statements/written

objections /replies and all other legal documents.

d) Preparation of Legal MIS, tracking the progress of the cases on day to day basis ,

analysis the same and taking appropriate steps on case to case basis.

 e) Engaging Advocates/Senior Advocates/ Solicitors for legal matters on case to case

basis and co-ordinate with them.

f) Interfacing , briefing and attending conference with the Advocates / Senior Advocates

/Solicitors ,co-ordinating with them and providing legal support.

g) Attending Court / Tribunals / Statutory Authorities and representing the Company

before Tribunal /Statutory Authorities .

h) Handling recovery of money , possession , transit goods etc., through legal measures /

negotiation in pre- litigation /post –litigation Stage .

i) Handling Contract Labour Agreement’s , negotiations and ensure implementations of

 Statutory compliances, conducting periodic Compliance Audit / review and take

Adequate measures towards timely compliance .

j) Conduct legal audit, ensure periodic review, preparation of check list and ensure

adequate measures taken to met up the target.

k) Formulation of legal strategies for day to day business activities and providing legal

support to the internal and external customers.

**Organization Name : STERLING HOLIDAY RESORTS (I) LTD.**

**Designation : MANAGER - LEGAL .**

**Duration** - 11 years ( January 1996 to January 2007 ) .

**About the work -**

**Functional responsibility of Legal Head - East( covering the state of West Bengal , Bihar , Orissa , Jharkhand , Chhattisgarh ,Assam & North East )**

**Responsibility and Functional Area.** -

1. Looking after all the Court cases ( Civil cases and Criminal cases ) , Tribunal cases, , Arbitration matters, Consumer Court cases , Taxation matters , Environmental Cases, Food Adulteration Cases etc .
2. Drafting , vetting and settlement of Plaints , Petitions , Written Statements , Applications , Agreements , Memorandum of Understanding , Management Contracts , etc.
3. Handling recovery of money and property through legal measures ( Civil , Criminal & Arbitration ) and also through negotiation .
4. Looking after the due diligence part at the time of acquiring property.
5. Handling critical matters pertaining to Inter Corporate Deposit, Winding up

 matters, DRT matters, Company matters etc.

1. Dealing with all the Solicitor’s / Advocate’s , attending conference with Senior Advocate’s, briefing and instructing them regarding the cases etc.
2. Appraising the Management with the legal opinion , various reports , formulating various legal strategies on case to case basis and implementing them .
3. Co-ordinating with the Head Office at Chennai regarding the legal matters , ensure proper documentation for legal safety in day to day business , ensure legal safety for the Resorts functioning.
4. Looking after the various statutory compliances e.g., Trade License , Shops and establishment etc., for the Regional Office , Branch Office’s and Resort Properties.
5. Dealing with various Government Authorities and Statutory Authorities for obtaining and renewals of various licenses and permissions .
6. Ensure legal formalities for purchasing and selling of the properties.
7. Coordinating with the other departments for the smooth functioning of the day to day business
8. Settlement of disputes through negotiation in pre- litigation and post - litigation stage
9. Appearing and contesting in person on behalf of Company before Consumer Court’s , Tribunals , Statutory Authorities.
10. Handling Professional Tax , ESI etc.

Date :

Place : Kolkata ( SANJIB BANERJEE )