



SUMIT SENGUPTA

Advocate with corporate exposure

A senior professional with 20 years of experience in total offers a unique blend of corporate exposure and knowledge of the Legal Systems. Currently working as Legal Executive in a company. He was worked as advocate in High Court Calcutta under the guidance of Susovan Sengupta and Kallol Basu. He was associated with Sinha & Co, as the Junior Advocate to help Advocate on record of State of West Bengal. He brings to the table, extensive exposure in Public relations, Investor Services, Secretarial, Legal, Securities, Membership, Listing & Surveillance, Entrepreneurship Administration gained over a period of 10 years of working experience with The Calcutta Stock Exchange Ltd., Sumit displays demonstrative excellence in producing accurate statutory compliance reports and SEBI regulatory compliances and administrative skills. He has exposure in Forex operations and Insurance.

Date of Birth: 23.06.1979



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9051557855
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INTERESTS:



Reading Books,



Playing Cricket,



Playing Video Games

LANGUAGE KNOWN

ENGLISH

HINDI

BENGALI

WORK EXPERIENCE

Legal Executive

AKA Logistics Pvt. Ltd.

03/2023-Present

Handling contract management, filing system, MIS, Arbitration matters.

Guest Faculty

Institute of Advance Education & Research

08/ 2022 - 03/2023

Teaching Students Management And Legal Subjects. Setting question Papers And Examining the Answer Paper.

Advocate

High Court Calcutta

03/ 2016 - 07/ 2022

Handled Appellate and Original Side matters, Assisted Advocate on record for the state in state matters, participated in state arbitration, Appearing in court, Does regular correspondence in court matters and maintained documentation of records. drafting affidavits, appeals, review, supplementary affidavit, legal notices, contempt application, vacating application, writ petition.

Executive-Public Relations, Investor Service, Membership, Secretarial, Listing, Legal, Securities, Surveillance

The Calcutta Stock Exchange Ltd

03/ 2006 - 02/ 2016

Performing secretarial duties with wide latitude for exercising discretion and judgment. Maintaining database of shareholders, 720 members & 2600 listed companies. Preparing agenda, minutes of various committees, ensuring distribution of dividend, liaising with the RTAs and banks, supervising maintenance of securities, bank guarantees, pledges and abmc of members.

Ensuring SEBI compliance related to membership, listing procedures, changes in shareholding pattern, ensuring systemizations of compliance forms available at the website & framing policies and issuing notice of defaulter and other regulatory requirements. Conducting member inspections for SEBI compliance & act as facilitator for SEBI inspection and internal & statutory audit. Acting as a Liaison and Administrative officer of the Exchange.

Ensuring arbitration, legal & other effective redressal of investor complaints against companies and members and conducting seminars, Investor awareness programmes across eastern India. Educating investors & educational institutions through presentations & slideshows. Further promote company's products through various seminars with various collaborations with Govt. Banks.

Executive

Foreign Exchange Thomas Cook (India) Ltd

02/ 2005 - 02/ 2006

Cashiering and sale and purchase of foreign currency from customers at Kolkata International Airport and sending reports to head office relating to operations, checking Counterfeits and doing various foreign currency pickups as well as remittances to head office. Ensuring compliance and providing services relating to foreign currency to Foreign customers and also acting as a shift in charge of the branch ensuring the smooth operations of the branch. Ensuring complete co-ordination among the 5 executives in his shift.

Operations Officer
Kotak Mahindra Old Mutual Life Insurance
10/ 2004 - 01/ 2005

Accountable for Sales co-ordination ,sending MIS Reports, license downloading, Doing cashiering operation; Cutting PDR and Verifying PHFS and checking compliances

COURSES AND TRAININGS

E-diploma in advanced software technology
CMC LTD, WEST BENGAL
2004-2005
Grade A

Passed International English Language Testing System (IELTS) with a Band Score of 7 from British Council, Kolkata in 2010.

Passed advanced and basic level in commercial arbitration and drafting
INSTITUTE OF COMPANY SECRETARIES OF INDIA, CENTRE OF EXCELLENCE, HYDERABAD

Completed MS Office and financial Packages
CMC LTD.

EDUCATION

Chartered Financial Analyst
ICFAI University, Tripura
2009-2015



Diploma In Business Law & Entrepreneurship Administration
National University of Juridical Sciences, Kolkata
2015-2016



Bachelor Of Law
Utkal University , Orissa
2011-2014



Master Of Business Administration (Finance)
West Bengal University Of Technology, West Bengal
2002-2004



Bachelor Of Commerce (Honours)
Calcutta University, West Bengal
1998-2001



Completed Creativity and Innovation
Essar Foundation with British Council