

UMESH DHYANI

Kedarpur, Near Siddheshwar Mandir,
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SUMMARY

Strategic efficient and goal oriented Lawyer with expertise in legal analysis and problem solving. Possessing years of experience coordinating and optimizing the workplace to promote compliance with the law and government regulations. Exceptionally efficient and team oriented lawyer with an outstanding ability to assess the operation and conduct for regulatory compliance. Expertise in internal auditing and data analysis. Motivated and hard working.

Objective: Pursue a career to enhance professional skills in building sustainable processes.
Functional Experience: Legal
Language: English (Fluent), Hindi (Native).

EXPERIENCE

Indiabulls Consumer Finance Limited

DehraDun, India

Assistant Manager

6/2019– 6/2020

- To draft, review and secure the documents on daily basis.
- To supervise the staff of collections personnel.
- Responsible for interviewing and hiring staff members, providing training and creating work schedules.
- Employing effective legal tools to ensure financial loss are recovered.
- To observe or review employee interactions with customers to ensure all policies and regulations are being adhered.
- Responsible for minimizing the company's financial losses.
- To look after the legal cases by/against the company.

Anand Developer

DehraDun, India

Legal Advisor

12/2018-6/2019

- Responsible for drafting and replying the notices.
- To advice the senior personnel regarding any legal issue.
- To review the documents on daily basis.
- To prepare and secure the documents.
- To look after the legal cases by/against the company.

IMS Unison University

DehraDun, India

Senior Legal Assistant

11/2017– 12/2018

- Responsible for drafting and replying the notices.
- To draft and review the different types of agreements.
- Procurement and sourcing for the organisation.
- To look after the legal cases by/against the organization Responsible for conducting Board meetings accordingly as per the schedule.
- To prepare the agenda and minutes of the Board meetings.
- To preserve and secure the agenda and minutes of the Board meetings.
- Liaison with the Governmental authorities.

IndusInd Bank

DehraDun, India

Legal Executive

2/2017– 11/2017

- To supervise the staff of legal personnel.
- To draft and review the agreements.
- Responsible for interviewing and hiring staff members, providing training and creating work schedules.
- Responsible for drafting and replying the notices.
- Employing effective legal techniques to ensure the debts are recovered.
- To observe or review employee performance as per the guidelines of the senior staff.
- To look after the legal cases by/against the organization.
- Responsible for minimizing the organization financial losses.

Anand Developers

DehraDun, India

Legal Advisor

1/2016-1/2017

- Responsible for drafting and replying the notices.
- To advice the senior personnel regarding any legal issue.
- To review the documents on daily basis.
- To prepare and secure the documents.
- To look after the legal cases by/against the company.

Shriramcity Union Finance Limited***Legal Officer*****DehraDun, India*****8/2014– 12/2015***

- Reviewing and scrutinizing of the documents.
- Responsible for drafting, vetting and replying the notices.
- To draft and review the different types of agreements.
- Using better legal tools to ensure more debts are recovered.
- To observe or review employee interactions with customers to ensure all policies and regulations are being adhered.
- To look after the legal cases by/against the company.
- To prepare the MIS records on daily basis.

EDUCATION**Uttarakhand Open University*****LLM*****DehraDun, India*****06/2017*****Hemwati Nandan Bahuguna Garhwal University*****LLB*****DehraDun, India*****07/2011*****Hemwati Nandan Bahuguna Garhwal University*****Master of Commerce*****DehraDun, India*****06/2008*****Hemwati Nandan Bahuguna Garhwal University*****Bachelor of Commerce*****DehraDun, India*****07/2006***

INTERPERSONAL SKILLS

- Communication Skills
- Good Team player
- Multitasking
- Detail-oriented

SOFTWARE SKILLS

- Proficient with MS Office applications.
- Experienced advance excel professional.

LEGAL SKILLS

- Arbitration
- Negotiable Instrument Act
- Payment & Settlement Act
- Contract Law
- Labour Law
- Property Law
- Knowledge of SARFAESI Act
- Consumer Dispute Redressal Forum Act
- Civil Suits
- Drafting & Vetting Notices

