



Address for communication:

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NIRMALI DEVI KALITA

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CAREER OBJECTIVE:

To achieve stable and progressive growth

- All most 2 years of experience in the area of Teaching, Academic Writing
- All most 5 years' experience in the area of Legal and Corporate Compliances, Human Resource Management.
- Good drafting, interpreting, negotiation and communication skills.
- Ability to work collaboratively with other department.
- Ability to handle multiple priorities and deadlines.
- Good organization and problem-solving skills.
- Motivated self-starter and ability to work independently.
- Proficient in Microsoft Word, Excel and Outlook.

ACADEMIC:

- **Ph.d (Pursuing)** (Topic: Impact of Merger and Acquisition on Intellectual Property Right): The West Bengal National University of Juridical Sciences, Kolkata
- **Company Secretary, ICSI**, (Final Year pursuing)
- **LL.M**, Calcutta University, WB
- **MBA**, Sikkim Manipal University
- **B Com**, Gauhati University, Assam
- **LL.B** Gauhati University, Assam
- **Post Graduate Diploma In Human Resource Management**, Gauhati University, Assam

Short Term Diplomas/Certificates Course:

1. Intellectual Property Rights and Competition Law (Certificate Course) (75%-2021)
2. Insurance Institute of India, Licentiate (One Year Diploma, 2011)
3. NSE's Certification in Financial Markets (76.25%-2010)
4. Understanding Information Technology in the Corporate Environment (2009)

5. Omeo Kumar Das Institute of Social Change and Development, An Institute of Indian Council of Social Science Research & Govt. of Assam , Provide course on " Research Methodology in From 22.03.2009 to 30.03.2009Development Studies '

Computer Diplomas/Certificates:

- Tally 5.4 (2005)
- Certificate course in computer operating (CCCO)
- E-Commerce (2 Year Diploma, 2003)

Training Programs Attended:

1. Staff Training and Research Institute of Distance Education, Indira Gandhi National Open University, Delhi from (23.11.2009 to 27.11.2009), On National Workshop on "Research in Distance and Online Learning" in Delhi
2. Indian Institute of Entrepreneurship, MSME, Govt. of India organized- "On Faculty Development Program on Entrepreneurship" from 15.02.2010 to 26.02.2010
3. Online Training Program on Para Legal Volunteers on 15.05.2021 organized by NTVS College of Law, Institute of Legal Education & Research, Nandurbar
4. Organized by Maharashtra National Law University, Mumbai, Centre for research in IP & DPIIT- IPR CHAIR- 'One week online certificate course on Patenting System In India' on 4-10th July'2023

Paper Presentation in Conference/Seminar:

1. National Seminar organized by B Borooah College on "Relevance of Traditional Knowledge System for Sustainable Development with Particular Reference to NE India" held on 28.11.2008
2. National Seminar on 'Intellectual Property Rights and Human Capital Development' by Chanakya National Law University on 10th July'2023- title of paper presented in the seminar "**Commercialization Of Intellectual Property Right Include- Licensing, Technology Transfer And Patent Pooling In Globalization**"
3. Two day international seminar on 'the Changing Scenario Of Intellectual Property Rights And The Way Forward' organized by Vaikunta Baliga College Of Law, Dogra Law College, Bari Brahamana, Jammuna Law College, Durgupur Law College, Anand Law College, Anand College Of Legal Studies, Gujrat & Aequitas Victoria Foundation on 21 and 22nd July'2023- title of paper presented in the seminar "**Trademarks and Its Disputes in Globalization Perspectives**"

Publication:

1. Chapter publication 'An Analysis between Insolvency and Bankruptcy Code and Competition Law About Merger & Acquisition Of Companies' in the Book 'Companies and Insolvency Laws in India: Contemporary Developments' published by National Law University and Judicial Academy ,Assam:
2. Chapters publication-
 - a. Customary Laws in India

- b. Election Laws: Representation of the People Act of 1950 and Representation of the People Act of 1951
- c. Alternative Disputes Mechanism, in the Book ' Legal studies in India'

Workshop/Conference/Seminars Attended:

1. In collaboration with KK Handique State Open University, Guwahati; Institute of Distance and Open Learning, University, Gauwahati University, Directorate of Distance Education, Dibrugarh on Pre-Conference workshop " Research in Distance and Online Learning" on 13.11.2008
2. In collaboration with KK Handique State Open University , Guwahati; Institute of Distance and Open Learning, University, Gauwahati University, Staff Training and Research Institute of Distance Education , Indira Gandhi National Open University, Delhi on Post-Conference workshop " Developing Study Skills and Communication Skills in Distance Learners of the North- East Region of India" on 17.11.2008
3. Organised by KK Handique State Open University, Guwahati on 01.07.2009 on "Workshop on Producing Open and Distance Learning Courseware using Metamorphosis"
4. Workshop organized by IGNOU, New Delhi on 23-27 Nov'2009, in ' National Workshop on ' Research in Distance and Online Learning'
5. Organized by ACS Publications on 27.05.2020 on " ACS Guide for Scholarly Communication Expert Advice, for Early Career Researchers"
6. Organized by "Satavahana University - College of Arts And Social Sciences, Karimnagar, Telangana' on 10.08.2020 on " Online Educational Resources for Learning, Teaching and Research'
7. Organized by KSOL Centre for studies in Business and Corporate Laws, KIIT Deemed to be University on 30.05.2021 "Big Tech and Competition Law -Contemporary Issue"
8. Organized by NTVS College of Law, Institute of Legal Education & Research, Nandurbar on 22.05.2021 "Online Capacity Enhancement Program on Professional Communication Skills & Personality Development.
9. Organized "an International Webinar on Prevention & Protection of sexual Harassment' on 04.06.2021 by NTVS College of Law, Institute of Legal Education & Research, Nandurbar
10. Organized by ACS Publications on 20.08.2021 on "Scientific Writing Workshop"
11. Participation on lecture series on 'Effect And Efficacy Of Right To Information Act,2005: A Socio Legal Study And Its Impact On The Society' organized by School of Law and justice, Adamas University on 16th Nov'2022
12. Webinar on dated- 5th June '2023 organized by Centre For Environmental Law And Climate Justice- The West Bengal National University Of Juridical Sciences , Kolkata on topic 'Adopt Life Style to Reduce Waste And Pollution : A Pledge On The World Environment Day'

PROFESSIONAL EXPERIENCE:

1. KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY, GUWAHATI (From 12.06 2008 to 23.11.2010)

Designation: Academic Consultant

Location: Guwahati

1. Content writing for the curriculum of B.Com, Post Graduate Diplomas, MBA
2. Editing, Proof checking of the content, Writing for the curriculum of B.Com, Post Graduate Diplomas, MBA
3. Teaching in the allocated center by the University
4. Acting as examinee, invigilator of the exam conducted under the University
5. Participate in different seminars, meeting etc on behalf of the University

2. PRACTISING ADVOCATE (From 4th Aug'11 to 24th Jan'12)

(R B & Associates, Law Firm)

Designation: Legal Associate

Location: Calcutta High Court/Debt Recovery Tribunal/Consumer Court/ Work for Asset Reconstruction Companies

Calcutta High Court:

1. Assist in drafting and filing legal documents.
2. Assist senior council in brief and opinion writing.
3. Gathered and compiled facts and relevant case information.
4. Attended courts representing clients before courts, administrative agencies, and other tribunals.
5. Obtained, reviewed, organized and summarized different records.

Debt Recovery Tribunals:

1. Client's substitution application filling/put up petition filing/restoration application filling etc.
2. Keep update of records like paper book/order copies/ letter of communication to different parties etc.
3. Assist in the process of hearing etc.

3. EASTERN GASES LTD. (From 1st Feb'13 to 31st Jan'14)

Designation: CS Trainee

Location: Kolkata

Area of job profile:

1. Secretarial Activities, SEBI Compliances, Corporate Governance, Companies Act 2013.
2. Monthly filling- PF, ESI etc
3. Introducing new employee's name, adding new detail information of employees etc in the records of PF and ESI offices.
4. Filling Stock Exchange compliances (Clause 41/49/35/47 etc).
5. Preparation of minute, agenda, notice etc of Board Meeting/ AGM Meeting/ Extra Ordinary General Meeting.
6. Update in i-pro Software.
7. Draft Compliance Certificate of client companies.

8. File form 23AC, 23ACA, ANNUAL RETURN, Form 32, Form 2, Form5, Form8, Form18 etc under Companies Act 1956, accordingly ADT-1, ADT-3, MGT-14,MGT-7,SH-7, AOC-4 etc under the Companies Act, 2013.
9. Interact with clients, ROC, Stock Exchange etc
10. Fill up the share transfer form and check it's all necessary provisions in doing so.
11. Maintain Company Register and update all share transfers, list of allottees etc.
12. Draft Memorandum of Association/ Article of Association etc
13. Draft and Update if any alteration take place in Memorandum of Association/ Article of Association etc

4. EASTERN GASES LTD.

Designation: Legal Advisor (From 1st Feb'14 to 9th May'16)

Location: Kolkata

(High Court/ Civil Court/Bankshall Court/DRT I,II,III/Sealdah Court/Consumer Court/ Arbitration & Conciliation Proceeding Before- MSME/Consumer Forum/Alipore Court/ ARA I,II,III (Directorate of Registration and Stamp Revenue/ KMC/ ROC etc)

Area of job profile:

1. Building understanding of legal issues, risks and obligations through advice, communications between the Company and with their client/supplier/staff/subsidiary companies etc.
2. Helping to ensure appropriate legal policies and practices that are obligatory to the company.
3. Ensuring that professional best practice is achieved and maintained.
4. Conducted efficiently, accurately, ethically and according to corporate policies to promote a competitive advantage to influences current or proposed business activities as per relevant laws and regulations in India.
5. Establishes appropriate local legal policies, guidelines, standard contract terms, deeds, agreement etc for the Organization/ Distributors/ Dealers to ensure that Company's business does not violate any regulations, laws.
6. Assist the Sr. Counsel in all legal disputes, legal proceedings and investigations on behalf of the Company.
7. Provides the same legal support as a Legal Counsel to ensure overall understanding to the most updated regulations, policies and laws concerning India business environment.
8. Interaction and communication with different parties as per advice of the management of the Company through Legal Notice, Show Cause Notice, Letter Of Intent, Agreement, Deed etc
9. Handling cases related with KMC mutation/ Thika Control/Forfeiting amount in the hand of different parties/ under Sec 138/ Fixed Deposit Account disputes/ Motor vehicle matter/ land related matter/ customer dissatisfaction etc
10. Deal cases of DRTs (I,II & III)/ High Court/ Consumer Court etc.
11. Litigation issues of worker/contract securities etc.

5. TATA Teleservices Limited

*Designation: **Legal Consultant for Eastern Zone** (From 27th Feb'18 to 30th April'18)*

Location: Kolkata

(High Court/ Civil Court/Bankshall Court/DRT I, II, III/Sealdah Court/District Consumer Forum/ State Consumer Forum/ Arbitration & Conciliation Proceeding Before- MSME/Alipore Court/ ARA I,II,III (Directorate of Registration and Stamp Revenue/ KMC/ ROC etc)

Area of job profile:

1. Responsible for 6 circles Kolkata, Rest of West Bengal, Bihar, Orissa, Assam, North Eastern Region
2. Litigation Management: Effective Management of Litigation (Consumer, Civil, Criminal & other Cases) at 6 Circles; -Full and timely attendance of litigation, documents submission to courts, coordination between advocates and company employees to provide inputs, support for settlements of court cases, legal disputes, police matters, criminal complaints/FIRs, and other prosecutions.
3. Management of Legal Notices: Handling Legal & statutory notices (Civil, Consumer, Criminal, Misc), prevention of litigation; legal documentation, Grievance Resolution of Customer's issues.
4. Document Management: Drafting all kinds of contracts & documents, including agreements, lease, leave & license agreements, MOUs, pleadings, evidences etc. in the best interest of the Company. Interpret & apply applicable laws to given business. Responsible for drafting written statements, petition, plaints, counter claims etc. Contract management, end to end legal agreements / document execution.
5. Drafting: Responsible for drafting, vetting, negotiating, review and closing various legal agreements of the organization such as Vendor agreement, NDAs, Service Level Agreements, Settlement Agreements, Commercial Agreements, Leave & License Agreement, Lease Deeds, Conveyance Deed, MOU, Affidavits, Written Notices, Replies, etc.
6. Legal Compliance: Managing, Ensuring, Implementing and Rectifying Legal Compliance to minimize penalty and prosecution cases against the Company. Conducting Internal Audits on Legal Compliance & Reporting.
7. Collection Support: Support in recovery of bad debts by adopting various ADR opportunities, such as Lok adalats, legal notices, 138 NIA complaints & other alternative dispute resolution approach, in cost efficient manner.
8. Due Diligence: Ensuring proper documentation & legal due diligence for property acquisition, acquisition of premises after considering all legal aspects, legal due diligence for appointment of channel partners, adherence of TAT
9. Legal Support: Providing legal support to circle teams & user departments, day to day sound legal advice on important legal issues & for business facilitation, flagging concern areas, mitigating exposure to the Company and avoiding unwarranted litigation & to avert claims & demands by successfully adopting legal means & ensuring due compliances of legal requirements.

6. Citylife Retail Private Limited

*Designation: **Sr Legal Executive** (From 9th May'18 to 29th April'19)*

Location: Kolkata

Area of job profile:

1. Responsible for litigation and compliance handling in 121 retail outlets across all over India.
2. Main focused areas including Orissa, West Bengal, North East, UP, MP, Hariyana, Delhi, Tripura, Bihar, and Jharkhand.
3. Management of Legal Notices: Handling Legal & statutory notices (Civil, Consumer, Criminal, Misc), prevention of litigation; legal documentation, Grievance Resolution of Customer's issues.
4. Document Management: Drafting all kinds of contracts & documents, including agreements, lease, leave & license agreements, MOUs, pleadings, evidences etc. in the best interest of the Company. Interpret & apply applicable laws to given business. Responsible for drafting written statements, petition, complaints, counter claims etc. Contract management, end to end legal agreements / document execution.
5. Drafting: Responsible for drafting, vetting, negotiating, review and closing various legal agreements of the organization such as Vendor agreement, NDAs, Service Level Agreements, Settlement Agreements, Commercial Agreements, Leave & License Agreement, Lease Deeds, Conveyance Deed, MOU, Affidavits, Written Notices, Replies, etc.
6. Legal Compliance: Managing, Ensuring, Implementing and Rectifying Legal Compliance to minimize penalty and prosecution cases against the Company. Conducting Internal Audits on Legal Compliance & Reporting, IPR filling.
7. Compliances: Formulate compliance check-lists as well as assist in applying, renewal, modification of licenses, registration, permission, approvals required to maintained in each stores in different States in India like Trade License, Registration under Shop & Establishment, Principle Employer License, 365 Days Permission, Food License Under FSSAI, Fire NOC, Municipality Tax Payment, NOC for DG, PPL license.
8. HR Compliances: The compliance also include check the payment of PF, EST, maintain provision of Gratuity etc in each stores in different States in India for on roll employees as well as outsourced employees.
9. Agreement Related: Drafts Shop-in-Shop Agreement, LOI, Consultation Agreement, Outdoor Advertisement Agreement, Suppliers Agreement, MOU, Lease Agreements etc.
10. Assist in policy formulation: Update with all changes rule, regulation related to the hoardings, pollution control provisions etc.
11. Interaction: Interact with the head of department of different Govt. and non. Govt Officer for resolving different types of issues under different Acts like Minimum Wages Act, PF Act, ESI Act, IPR, Child Labour Act, Weight & Measurement, Bar Code, consumer issues at stores etc.

PERSONAL INFORMATION:

Date of Birth : 29th January 1981
Caste : OBC
Gender : Female
Languages Known : English, Hindi, Bengali and Assamese.

DECLARATION: *I do hereby declare that all the statements made above true and correct to the best of my knowledge and belief.*

Place : Kolkata
Date : 14.12.2024

NIRMALI DEVI KALITA