

Viraj Kadam

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Mauli Bungalow, Hariyali Park,

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Kolhapur - 416008

OBJECTIVE

University 5th rank for LL.B course in Shivaji University Kolhapur. Having Master's degree in LL.M. specialized in Intellectual Property Law. I am seeking to use my backend as an opportunity, to secure an entry level position where I can effectively use my skills.

EDUCATION DETAILS

Qualification	Board/University	Year of Passing
LL.M.	University of Shivaji	2022
LL.B.	University of Shivaji	2019
BS.C.	University of Shivaji	2014
H.S.C.	SSC Board, Maharashtra	2011
S.S.C.	SSC Board, Maharashtra	2009

EXPERIENCE

Legal risk

- Review and provide legal advice on MOUs, Contracts, and tender documents.
- Review ongoing cases and advice management accordingly.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Provide legal protection and risk management advice to management especially on contract management.
- Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.

Regulatory compliance

- Formulate legal compliance check-lists for the purpose of ensuring that all information required is provided accordingly.
- Continuously monitor compliance with statutory obligations in the countries and advise management accordingly.
- Prepare monthly and quarterly reports for the department for executive management meetings.

Arbitrator

- Preparing for and conducting the Preliminary Hearing.
- Dealing with self-represented (pro se) parties, making the agreement, E-Discovery.
- Managing evidentiary hearing issues, Conducting research & investigations.
- Handling post-hearing issues, the extent and limits of arbitrator authority.
- Preparing for and writing the arbitration award.

Contract negotiation

- Review all contracts, agreements or documents and assess legal implications that need to be brought to the senior management's attention.
- Prepare, review, modify contractual instruments to assist and support various business activities.
- As needed, provide guidance on contract matters to project managers or other operational staff
- Develop and implement procedures for contract management and administration for compliance any Governmental policy.
- Negotiate, review and draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time.

Trust

Worked as legal advisor for different types of NGOs', also handled the drafting process, registration process, audit reports, their change reports etc. Having knowledge about Bombay Public Trust Act,1950

Civil & Criminal

Having experience in civil and criminal matters in Kolhapur District & Sessions Court Kolhapur.

STRENGTH

- Good Communication skills & Service oriented
- Quick Learner
- Fast-paced worker & Team Worker

- Friendly and Adaptive Nature.

VOLUNTEER

DISTRICT LEGAL SERVICE AUTHORITY (DLSA)

Had experience in solving the matters through ADR method. There were only few skilled person selected as volunteer. That authority was headed by Principal District Judge; I was honored as best volunteer by him.

COURSES

- **Successful Negotiation: Essential Strategies and Skills** from MICHIGAN University.
- **Introduction to Intellectual Property** from University of PENNSYLVANIA.
- **Technical support fundamental** from Google

(These courses are completed on Coursera Platform)

KEY SKILLS

- Good at Technical Skills – MS Office, Excel.
- Basic knowledge with experience of law in different fields.
- Good at Team Leadership, Planning, Organizing, Coordinating and Documentation.

OTHER INFORMATION

- GENDER- Male
- Marital Status- Single
- Date of Birth- 27th June, 1994
- Nationality- Indian