FORAM [SURNAME]

📍 Mumbai, India | 📞 +91-8928334272 | 📧 37foram73@gmail.com

# Career Objective

Legally qualified and CA-inter-trained professional with 10+ years of cross-domain experience in Litigation, Non-Litigation Drafting, Compliance, Financial Analysis, and Legal Advisory. Seeking a full-time legal profile in Mumbai offering a structured platform to contribute legal expertise in drafting, regulatory affairs, and client representation.

# Key Skills

* Litigation Drafting (Notices, RERA, Arbitration, Civil & Banking Law)
* Legal Research & Due Diligence
* Non-Litigation: Contracts, Agreements, Deeds, Corporate Compliance
* Coordination with Advocates, Counsels, Regulatory Bodies
* Court Exposure: Gujarat High Court, Mumbai District Courts
* Software: MS Office, Tally, QuickBooks, Sage, ZOHO, Canopy, Avalara ALMA

# Professional Experience

* Compliance Officer – Amijag Impex LLP | Mumbai | Apr 2024 – Present
* - Drafted commercial & rental agreements, SOPs, compliance filings
* - Worked on U.S. taxation and IRS documentation for global entities
* - Coordinated with Indian & U.S. regulatory bodies, banks for legal compliance
* Litigation Consultant (Freelance) | Mumbai & Gujarat | 2023 – Present
* - Drafted RERA legal notice to Builder on subvention default
* - Assisted clients with property, banking & arbitration-related documentation
* Migration Consultant – Smollan India Pvt. Ltd. | | Jul 2023 – Mar 2024
* - Handled SAP-to-SAGE accounting migration, ensured data integrity
* - Created MIS reports and handled legal-financial crossovers
* Asst. Manager (Finance) – Super CFO | | Mar 2019 – Feb 2021
* - Budgeting, MIS reporting, QuickBooks, Financial analysis
* - Supported legal-financial crossover compliance
* Legal & Credit Executive – Wuerth India Pvt. Ltd. | | Feb 2017 – Oct 2018
* - Drafted finance-related notices, coordinated recovery & legal claims
* - Handled client correspondence in litigation-support matters

# Education

* LL.B., M. Nanavaty Law College – 2013 | First Class
* AIBE Cleared | Sanad Holder | Bar Council of India
* CA IPCC Cleared | ICAI | Nov 2010
* B.Com, H.L. Institute of Commerce | Gujarat University | 2010

# Languages

English, Hindi, Gujarati, Marathi