

# **CURRICULUM VITAE**

**Name : MR. BHASKAR BHAU VALUNJ**

**Address : 105, Shree Siddhivinayak Apartment,**

**Datta Mandir Road, Kasheli, Thane – 421 302**

**Mobile No. 8355928463**

**Email Id: bvalunj@gmail.com**

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**Educational Qualification** : **HSC (Maharashtra State Board)**  
: **Graduation (YCMOU)**

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## **EMPLOYMENT HISTORY:**

Currently working with “Prasanna Mate & Associates” ‘as a ‘Typist’ since August 2022 to till date.

### **JOB PROFILE:**

- Drafting all types of Agreements like Conveyance, Sale Agreement, Consent, Power of Attorney etc. (English and Marathi Language).
- Registration of such documents in the concerned Registration Office.
- Scrutinizing, synopsis and Drafting of various types of Revenue, Civil Matters like Application, Say, Complaint, Written Statement, Complaint etc. in English and Marathi Language.
- Scrutiny and Verifications of all the property related documents for purchase of Land.
- Maintaining records of all scrutinized files of land purchase and get follow-ups on regular basis for required documents.
- Checking the 7/12 Extract related mutation of heirs,
- Checking all the Revenue document of the property.
- Drafting of Search and Title Report.

Worked with “Advocate A. S. Khan” ‘as an ‘Assistant’ since June 2016 to July 2022.

### **JOB PROFILE:**

- Co-ordination with various Nationalized Banks, empaneled with for Title Verification Reports, Vetting, etc.
- Scrutinizing and Drafting of various Title Verification Reports.
- Conducting Property Search, prepared and submit it with the Bank, empaneled with.
- Drafting all types of Agreements like Sale Agreement, Power of Attorney, WILL, etc. (English & Marathi Language).
- Keeping updates of Title Verification Reports and its submissions.

Worked with “Advocate Umesh G. Deshpande” ‘as an ‘Assistant Cum Clerk’ since May 2006 to July 2016.

### **JOB PROFILE:**

- Co-ordination with various Nationalized Banks, empaneled with for Title Verification Reports, Vetting, etc.

- Scrutinizing and Drafting of various Title Verification Reports.
- Conducting Property Search, prepared and submit it with the Bank, empaneled with.
- Drafting all types of Agreements like Sale Agreement, Power of Attorney, WILL, etc. (English & Marathi Language).
- Keeping updates of Title Verification Reports and its submissions.
- Co-ordination with external Advocate and Panel Advocate.
- Co-coordinating on Day to day basis with Court Advocate for litigation of Banks.
- Scrutinizing and synopsis of Legal Matters before external Advocate Meeting.
- Maintaining records of all the litigation pending.
- Drafting all the above documents in English and Marathi Language.

Worked with “Advocate Pramod Arjunwadkar” ‘as a ‘Advocate Clerk’ since February 2004 to May 2006.

#### **JOB PROFILE:**

- Filing of various court matters in Mumbai High Court (Appellate Side), such as Civil Writ Petition, Criminal Writ Petition, First Appeal, Second Appeal, Bail Application, etc.
- Keeping updates of all Legal Matters of Mumbai High Court.
- Maintaining records of all the litigation pending.

#### **OTHER QUALIFICATION:**

##### **Computer knowledge:**

- Basic knowledge of Computer / Laptop.
- Completed MSCIT.
- Typing Speed – 35 wps in Marathi  
45 wps in English

#### **PERSONAL DETAILS:**

**Date of Birth** : 30<sup>th</sup> May, 1981.  
**Marital Status** : Married  
**Languages Known** : English, Hindi, Marathi  
**Hobbies** : Listening Music, ride on bike.

**Date:** 30/04/2024

**(Bhaskar Bhau Valunj)**