

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

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

EMPLOYMENT HISTORY:

Currently working with “Laxmi’s DVS” ‘as a ‘Driver’ since July 2024 to till date.

JOB PROFILE:

- Driving the vehicle/cab to travel extensively across India with the Area Sales Manager for client meetings and business development by executing monthly sales tours.
- Assisting the Area Sales Manager to lead regional sales operations.
- Assisting the Area Sales Manager to plan and execute monthly sales tours targeting high-potential markets and key clients.
- Assisting the Area Sales Manager to manage client relationships, planning market visits, driving revenue, etc.

Worked 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, Plaint, 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
50 wps in English

PERSONAL DETAILS:

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

Date: 15/09/2025

(Bhaskar Bhau Valunj)