# Subodh Kumar Shukla

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PROFESSIONAL ABRIDGEMENT

* LLB and MBA having 11+years of industry experience in Legal.
* Well versed with the CPC, IPC, CrPC, Contract Act, Service Laws, NI Act, DRT, Labour laws Financial Laws, Banking Laws and other laws.

Career Detail:

* Working since Jan 2011 as a Freelance Legal Drafting and Translator, for various courts and clients in Delhi/NCR.
* Worked since June’07 to Dec’10 with HRTMS, Corporate Office, Noida as a “Team Leader – Legal.

**Area of Expertise:**

**Legal Drafting and Translation’s & Legal Research**

* Drafting and Translation of Applications, OA, IA Review applications, Revision and Appeals under Statutory bodies and Tribunals, Commissions etc.
* Drafting and Translation of Plaints, agreements, settlements, Recovery suits, written statements, writs, counter affidavits, rejoinders, appeals, contempt petitions, claims, counter claims ,Interlocutory applications, miscellaneous applications, affidavits, notice ,Review, Revision and Restoration ,Drafting of Complaints, settlements, suits, counter affidavits, appeals, and contempt petitions, claims, Demand notice, legal notices, Review, Revision and Restoration petitions in CPC.
* Drafting and Translation of Revision, Review, Appeal, Special leave to Appeal, Writs petitions for High Courts and Supreme Courts.
* Drafting and negotiating a variety of legal documents and commercial contracts, property registration, lease deeds, leave and licence, affidavits, indemnities, undertakings, conveyance deeds, deeds of assignments, licensed user of intellectual property law, joint venture agreement, plaints, civil and criminal complaints.
* Draft, modify or approve as necessary, appeals, notices, petitions, applications and other related papers in the context of initiating, continuing or defending proceedings under/before SARFAESI, DRT, DRAT, NCLT, NCLAT, Company Court,DM, Revenue Authorities.
* Case research by providing analysis on resent case laws, rules & regulations.
* Exp. in conducting legal research, Title search, report drafting and case assessments.
* Exp. in Case Law Research in software research like Manu Patra, SCC Online, DLT Online etc.
* Conducting legal research and case assessments, review of case laws, Acts, Rules, and Notifications.
* Using the internet and/or libraries to source material and Analyse material to ascertain its trustworthiness.
* Collect, collate and analyze open source information from various databases, internet, and other public domains.
* Exp. in research work with respect to the cases of the firm and as per client requirements

# Legal Drafting and Translation in Civil Courts

* Suit Preliminary and suit for Final decree petition for recovery of money, estate, property (Movable or immovable), debts, dues, damages, mesne profits, rendition of accounts etc.
* Suit for Civil Commercial cases for recovery, Suit for possession, Civil Execution Petition
* Contempt applications and Appeals under Contempt of Courts Act.
* Suit for recovery, suit for declaration, possession and injunction, specific performance of contra agreements..
* Suit for partition of movable or immovable properties;
* Suit for permanent/mandatory/temporary injunctions in CPC;
* Accident Claims, execution and Appeals before MACT.
* Applications, Review applications & Appeals under Motor Vehicles Act.
* OA, SA, IA, Review and Appeals before DRTs/DRATs.
* OA petitions before CAT under Service Laws.
* Complaint and appeal under Consumer Protection Act.
* Suits, Review petitions and appeals under Delhi Rent Control Act.
* Petitions Rectification, Appeal Review before Registrar and Intellectual Property Appellate Board.
* Applications and appeals under Indian Electricity Act
* Agreements, Review and appeals in Arbitration and Conciliation Act.
* Any other petitions permissible by code of civil procedure, 1908.

# Legal Drafting and Translation in Criminal Courts Law:

* Exp. in Complaint under Protection of women from Domestic Violence Act 2005;
* Complaint under Dowry Prohibition Act;
* Exp. in Legal Help in making registration of FIR or Criminal Complaint, under  498A, 406, Domestic Violence Act, Dowry Prohibition Act etc.
* Exp. in Filing of Criminal complaint before Police station or magistrate under section 190, 200, 156(3) Of code of Criminal procedure 1973;
* Filing and arguing of anticipatory bail and regular bail before criminal courts.
* Exp. Exp. in Filing of Revision, Appeal, Criminal Writ, petition under sec.482 of Cr.P.C. against the acquittal / conviction/quashing of FIR.
* Exp. in Criminal Trial before magistrate or court of session;
* Filing/defending complaint under section 138 of N. I. Act before magistrate.
* Exp. in Filing / defending the criminal complaint under various provisions and sections of Indian Penal Code, Companies Act, Factories Act, Food Adulteration Act, passport Act, NDPS Act, Arms Act SC/ST Act , Corruption Act, Delhi Excise Act, electricity Act, Unlawful activities prevention Act, Customs Act, Negotiable Instrument etc and other offences punishable under the code of Indian Penal and other allied laws.

# Legal Drafting and Translation in Labour Laws Domain:

* Exp. on Employment laws, labour laws, and industrial relations.
* Exp. on Disciplinary proceedings, Employees Rights, Employment and service contracts, Labour disputes and Industrial actions, safety legislation, Provident fund, statutory benefits and trade disputes.
* Exp. in implementation, monitoring and enforcement of policies dealing with sexual harassment, discrimination, employee privacy and family and medical leave.
* Exp. in wage and hour issues, collective bargaining, and interpretation of work rules, grievances and industrial disputes under the labour laws.
* Draft employment agreements, appointment letters, offer letters for consultants, termination agreements, non-competition agreements and non-disclosure agreements concerning confidentiality, etc.
* Draft legal notices on behalf of companies as well as employees with respect to employment.
* Exp.in clients in industrial relations matters such as strike, lockout, retrenchment, settlement, closure of establishment etc.
* Exp. in disciplinary matters with respect to dismissal on various charges of misconduct related to duty, discipline and moral e.g. absenteeism, go slow, riotous behavior, theft, moral turpitude, loss of confidence as well as drafting show cause notices, charge sheets, conducting inquiries, advising disciplinary action conditions of employment such as transfer, promotion, increment, industry-cum-region basis payment, bonus etc.; termination of service matters such as discharge simplicitor, dismissal by way of punishment etc.

**Professional & Academic Credential:**

* LLB from VBSPU, Jaunpur (UP) in (2013-2016).
* MBA – HR & Finance, from JSSATE, Noida in (2005-2007).
* B.Sc from Gorakhpur University in 2001.
* Intermediate from UP Board in 1998.
* High School from UP Board in 1996.

**Computer Knowledge:**

* Conversant with Windows, Oracle, “IBM Lotus, Outlook Express & MS Office. (Word, Excel, Power Point) Internet applications.

**Personal Details:**

Father’s Name : Mr. K.P. Shukla

Date of Birth : 1, January 1981

Marital Status : Married

Languages Known : English, Hindi

Postal Address : 110/111,1 st floor Vakil Chamber Building, Lakshmi Nagar Delhi- 92.

Date:

Place:

Signature