

ATUL KUMAR GUPTA,

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D.O.B.: 05th July 1982, Marital Status: Married.

R/o: Civil Line 2, Near Exhibition Ground, Bijnor. (U.P.).

(Corr.) House No. 93, 2nd Floor, H-Block, Kavi Nagar, Ghaziabad. (U.P.)

Energetic and charismatic legal Liaison Officer/ Section Head Legal with 13+ years of career experience in commercial and industrial environment. Registered with UP Bar Council as Advocate Regn. No. UP00571 of 2007 Law expert adept relationships and identifying establishing company positioning with the ability to work in pressure and in time limit situations, having practical knowledge of laws and court appearance dealing with Criminal, Civil, Consumer, Negotiable Instrument act and Labour matters at ALC and DLC courts.

WORK EXPERIENCE

✓ **Section Head / Officer Legal Bajaj Hindusthan Sugar Ltd Unit Bilai.**

April 2021 to till date

Presently Working with Bajaj Hindusthan Sugar Limited -Unit Bilai as Section Head Legal. BHSL is in business of manufacturing of sugar cane products. Job perform by me :

- ❖ Attend court hearing in various type of cases includes Civil and Criminal Courts ,ALC and DLC courts for the hearing of cases, Prepare legal briefs and opinions, and explains to external counsels if engaged.
- ❖ Tehsildar, Lekhpal, for property related matters, entry of names in revenue records and collecting Khatoni Khasra, etc. ,
- ❖ Prepare and process legal documents and papers, and reply to notices.
- ❖ Prepare legal briefs and opinions, and explains to counsels. Attend court hearing in various types of cases.
- ❖ Police for matters of any injury or in dealing with property and other complaints and situations which arrive from time to time.
- ❖ Arrange replies to queries asked by various government agencies and deliver them on time with the help of concerned department.
- ❖ Filling Annual return of FSSAI, modification and license renewal on time.

- ❖ Manage licenses renewals with in time.

Reporting to Vice President/Unit Head and Zonal Head Legal

✓ **Liaison Cum Manager Legal for M/s Parmarth Iron (P) Ltd and sister concern companies. April 2010 to March 2020**

Worked with M/s Parmarth Iron (P) Ltd. Bijnor manufactured of MS Bar and to their sister concern companies (M/s Parmarth Industries (P) Ltd. Flourmill, M/s Parmarth Marketing (P) Ltd. Real estate). Where my job profile was:

- ❖ Attend court hearing in various type of cases includes Negotiable Instrument Act, District Consumer Tribunal, ADM Court regarding FSSAI matters with Civil and Criminal Courts ,ALC and DLC courts for the hearing of cases, Prepare legal briefs and opinions, and explains to external counsels if engaged.
- ❖ Arrange replies to queries asked by various government agencies and deliver them on time.
- ❖ Prepare notices for recovery of dues and replies to notices.
- ❖ Police matters of any injury or in dealing with property and other complaints and situations which arrive from time to time.
- ❖ Registrar office for sale deed registration, searching for property titles. Tehsildar and Lekhpal, for property related matters, entry of names in revenue records and collecting fard Khatoni Khasra, etc.

Reporting to Managing Director

✓ **Legal Representative Shriram Investment Company Bijnor**

July 2009 to March 2010

Worked with Shriram Investment Company Bijnor, deals in finance to individuals and vehicles, sale purchase of property, and develop residential and commercial buildings, as legal representative.

- ❖ Represent in Labour courts cases and Negotiable Instrument act cases at Civil Court Bijnor. tehsil for revenue records, and searching titles of property at deputy registrar office.
- ❖ Discussion with lawyers about complaints and full fill their requirements with reply and arguments.

Reporting to Proprietor

SKILLS

- ❖ Strong communication, collaboration and coordination skills, with demonstrated experience engaging with stakeholders at various levels
- ❖ Experienced project management and organization skills to effectively manage timelines, customer requirements and work flow requirements
- ❖ Excellent project management and support skills, with the ability to deliver results while managing and tracking multiple tasks and projects concurrently
- ❖ Excellent Reporting, and proactive negotiation
- ❖ Having practical knowledge of laws and court appearance dealing with Criminal, Civil, Consumer, Negotiable Instrument act and Labour matters at ALC and DLC courts.
- ❖ Property law, Consumer protection act, Negotiable Instrument act, Civil and Criminal laws

EDUCATION

- ❖ Himalayan Garhwal University, Uttarakhand , Master of Social Work, 2019 to 2021.
- ❖ Indian Law Institute , Delhi, Diploma In Labour Laws, 2008 to 2009.
- ❖ Krishna College of Law , Bijnor , Bachelor of Laws, 2003 to 2006.
- ❖ Vardhman College, Bijnor, Bachelor of Commerce, 2000 to 2003.
- ❖ Aptech Computer Education, Bijnor Computer Diploma 2003 to 2004

(ATUL KUMAR GUPTA)