

SHREYA MATHANE

Address: Siddhivinayak Apt, Sect- 23; Juinagar, Navi Mumbai



shreyamathane07@gmail.com



+91 9324168172

Preferred Location: Entire Mumbai and Navi Mumbai

PERSONAL DETAILS

DATE OF BIRTH : 07-01-2000

MARITAL STATUS : Unmarried

EDUCATION QUALIFICATION

- **B.L.S LLB** IN 2023 FROM MUMBAI UNIVERSITY - 60%
- **HSC (HIGHER SECONDARY)** IN 2018 MUMBAI UNIVERSITY - 75%
- **CBSE (CENTRAL BOARD OF SECONDARY EDUCATION)** IN 2016 - 90%

WORK EXPERIENCE

MANALI SARAF AND ASSOCIATES

POSITION : LEGAL ASSOCIATE

LOCATION: Navi Mumbai

DURATION: December 2023 till date

Responsibilities :

- Drafting legal documents such as Agreement For Sale, Sale Deed, MOU, Vendor Agreements, Contracts, Non-Disclosure Agreement, Conveyance Deed, Mortgage Deed, Deed of Exchange, Legal Notices, Letters, Complaints, Cancellation Deed, Undertakings, Indemnity Bond, RERA Agreement for Sale, Registration, Gift Deed, Reconveyance Deed, etc.
- Preparing Redevelopment Documents such as PPPA (Permanente Alternate Accommodation Agreement), Development Agreement, Power of Attorney, Petitions and Replies in MahaRERA.
- Preparing Title Report on the basis of Search Report.
- Issuing No Claim Certificates.
- Preparing Court documents and filing cases in the Court.
- Vetting and reviewing legal documents.
- Assisting Senior in RERA Registration and Complain filing.

MANALI SARAF AND ASSOCIATES

POSITION : LEGAL INTERN

LOCATION: Navi Mumbai

DURATION: March 2023 to November 2023

Responsibilities :

- Preparing Legal Documents
- Drafting Various Contracts
- Handling Administration of firm
- Helping with Legal Research
- Assisting Senior with all the work assigned.

GURUKRIPA LAW ASSOCIATES

POSITION : LEGAL INTERN

LOCATION: Navi Mumbai

DURATION: December 2022 to January 2023

Responsibilities :

- Visiting Court and filing documents
- Filing Cases
- Handling Clients
- Handling Administration of firm
- Helping with Legal Research
- Assisting Senior with all the work assigned

NOTEWORTHY ACHIEVEMENT

- ✓ Have demonstrated intellectual/emotional capability and commitment, exercises a high degree of adaptability in dealing with diverse work environment, balance multiplicity of demand on role in a responsive, professional manner.
- ✓ Ensures accuracy and timeliness in local and corporate reporting

ADDITIONAL INFORMATION

- Hands on Experience in Microsoft Office, E-filing, and MahaRERA Project registration and Complaint filing
- Languages Known: English, Hindi, Marathi
- Areas of Interest: Reading Novels, & Travelling

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

(SHREYA MATHANE)

