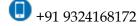
# SHREYA MATHANE

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

Shreyamathane07@gmail.com



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)