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Sangeeta Mehrotra

Career Summary

Dynamic, tenacious, competitive and confident professional putting forth an experience of more than **33** years in the **Law/Legal sector**. A unique combination of high-level training and experience in dealing with corporate as well as transactional legal experience. A persuasive individual possessing strong negotiating skills as well as oral and written communication skills. Demonstrated experience in managing outside counsel in litigation matters in many cases. Resourceful with the ability to assess all issues to adequately protect the client's interest and complete the projects producing professional results while strictly complying with the guidelines.

Owing to Family obligations, however, took a sabbatical from active practice during 1990-1997. Presently, proving her mettle in her related field [real estate and family matters] & professionally engaged in Due diligence of property; Conveyance & Drafting Will, Lease/Rent Deeds, Commercial Contracts, Agreements; Pre-marriage counseling, Mediation; Divorce by Mutual Consent, etc..

<https://in.linkedin.com/in/sangeetamehrotradelhi>

Career objective

With a brilliant professional record I aspire to pursue **Legal Practice** where, with my integrity, diligence and extensive experience in the legal sector as well as deft client-handling, I can prove myself to be an asset to any organization and contribute to its growth. My core competencies include:

- **Due Diligence in Real Estate**
- **Drafting contracts, agreements, family settlements, MOUs etc.**
- **Commercial Transactions**
- **Matrimonial consultancy/Mediation & Negotiations**
- **Commercial Mediation & Negotiations**
- **Matrimonial consultancy/cases**
- **Mediation/Negotiation in Family Matters relating to Inheritance Disputes**

Selected Achievements

Independently handled many cases and closed them successfully with minimum Legal expenses to the best of the clients' satisfaction.

Career Path

Mediator, Delhi High Court
Present

September, 2011-

Private Practice
Residential Office, Delhi

2000 - Present

Associate

1997 - 2000

Khaitan & Co. Advocates, Solicitors, Delhi

Associate **1988 - 1990**
Jain Hansaria & Co. Advocates, Supreme Court

Junior **1985 - 1988**
Late Shri R.K.Garg, Senior Advocate, Supreme Court

Professional Responsibilities

- While in *Khaitan & Co. Advocates, Solicitors, Delhi* singularly handled 40-42 cases of Due Diligence in Corporate Finance [referred by ICICI Bank] relating to companies like Globus stores, Shopper's Stop, Venkateswara Hatcheries, Videocon Industries, Escorts, Supreme Industries, Business India - to name a few.
- Counseling in Matrimonial, Property and Consumer Disputes.
- Managing clients and their disputes relating to above before various forums, courts, tribunals.
- Actively involved [2011-present] with SAMADHAN, Delhi High Court Mediation and Conciliation Centre as a Mediator in court-referred matters & also as a Conciliator in Pre-Litigation matters.

Education

Post Graduate Diploma in Legal Process Outsourcing **2009**
Indira Gandhi National Open University, Delhi

Post Graduate Diploma in Public Relations and Marketing **1982**
Bharatiya Vidya Bhavan, Calcutta Chapter

LL.B **1981**
Calcutta University

Master of Arts - English **1978**
Calcutta University

Personal Details

Date Of Birth *23rd Sep 1957*
Marital Status *Married*
Languages Known *English, Hindi and Bengali*
Personal Interests *Reading, Listening to good music, Yoga, Traveling*

Reference

Will be furnished upon Request.