

RESUME

SATHEESH KUMAR S

21, Vinayagapuram,
Saravanampatti –post,
Coimbatore – 641 035.

Tamil Nadu, India.

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SENIOR PARALEGAL

CAREER OBJECTIVE

As a dedicated and detail-oriented Corporate Paralegal with over 4 years of experience, I aim to leverage my comprehensive knowledge of corporate law, contract management, and legal research to support the legal department of a dynamic corporation. My objective is to ensure compliance, facilitate smooth legal processes, and contribute to the overall efficiency and success of the company via Industrial & Organizational Psychology.

EDUCATIONAL PROFILE

Course	Name of the Institution	University/Board	Year of Passing	Marks in % / CLASS
MBA HR - II	Directorate of Distance Education	Alagappa University	Pursuing	
PGDCFS	Directorate of Distance Education	Annamalai University	2021	FIRST
LL.B	Government Law College, Coimbatore	TNDALU	2020	FIRST
B.E	Adithya Institute of Technology	Anna University	2017	CGPA 7.39
HSC	Sree Dharmasastha Matric.Hr.Sec.School	State Board	2013	75.08 %
SSLC	Sree Dharmasastha Matric.Hr.Sec.School	State Board	2011	87.40%

AREA OF INTEREST

- Legal Consultancy & Legal Metrology
- Labour and Industrial, Corporate Management
- Literacy & Corporate Governance including HR Compliance
- FMCG Manufacturing (especially Hygiene & Medical)
- Company and Secretarial laws

WORK EXPERIENCE

BELLAPREMIER HAPPY HYGIENECARE PVT.LTD., (member of TZMO Group) – AMBATHURAI, DINDIGUL:

- **Working as a Legal Executive in Regulatory Compliance and Corporate Governance** of BellaPremier Happy HygieneCare Pvt. Ltd a member of **TZMO (Torunskie Zaklady Materialow Opatrunkowych S.A.) Group [FMCG]**, Since **April 2021 and Promoted as Senior Paralegal w.e.f January 2024.**
- **Secretarial Compliance** regards to The Companies Act, 2013
- Associating for conducting Board Meetings and General Meetings.
- Compliance of Factories Act & Rules, 1948 & 1950 and Industrial Laws.
- Legal Metrology (Packaged Commodities) Act, 2009/ Rules,2011 (amendments).
- **Legal Metrologies** on Drugs and Medical Device Packaged Materials dealt with Regulatory and Advisory provisions for Drugs.
- Intellectual Property Law dealt with Trade Mark and Patent.
- Contract Redlining, includes with Singapore and China addendum contracts.
- Vetting of Policies & Protocols/SOP for the Organization.
- Drugs and Cosmetics Act,1940 and Rules 1945.
- Associated with Company Secretary for the Legal and Secretarial Compliance of the Organization.
- Associating with Registration and compliance of Medical Device Rules, 2017 for the Manufacturing and Imported Products.
- Regularization of Standard codes for the Industrial Handling and Maintenance.
- Regular Followance of Cosmetics and Drugs Standard Control and implementing the amendment with the support of Legal Association.
- **POSH Compliance** for Factory adhere to POSH Act, 2013

VGP CORPORATE (GROUP OF COMPANIES)- SAIDAPET, CHENNAI:

- Worked as a **Legal Executive** in VGP Group of Companies, associated with High Court Advocates from **September 2020 to April 2021.**
- Drafting and Conveyancing.
- Contract Redlining.
- Deed Abstraction.
- Maintaining Case Status.
- Preparing RTI Petition and Protest Petition.
- Handling Corporate Customer Grievance.
- Dealt with Licensing work.

- Perusal of Documents & Analysis of Encumbrance Certificate.
- Legal Scrutinize & Summarizing of Legal Basis.
- Dealt with Criminal Proceedings and Civil Litigation's.

ZARON INDUSTRIES – AVINASHI, COIMBATORE:

- Worked as Trainee Engineer from **June 2016 to September 2017**.
- Dealt with Profile manufacturing technical surveillance, along with supervision and design.
- Coordinated with HR departments for the Management and Admin backups.

PROFESSIONAL MEMBERSHIP & PROVISIONAL

- Enrolled in Bar Council of Tamil Nadu & Puducherry **-1125/2021**.
- Awarded with **First Aid & Basic Life Support Certificate** from Kauvery Hospital.
- Completed a **Certificate Course on Labour Code** organised by PG Centre for PMIR of **Madras School of Social Work** conducted from **18th Jan 2023 to 29th April 2023**.
- Certified as **Industrial and Organizational Psychologist** and recommended by **Indian Counselling Services, Delhi**.

ACCOMPLISHMENT

- Legal Coordinator for the **Uyil Interior Design Studio, Coimbatore**.
- Design Project - Planning, Analysis & Design of Secondary Sewage Treatment Unit.
- Project Work – **A Study Report of Municipal Solid Waste Management for Central Zone, Coimbatore**.

INTERNSHIP AND TRAINING

- Advocate **Junior** in **DC Law Firm, Coimbatore** from **Sep 2019 to May 2020**.
- Interned as Junior Advocate – **High Court, Madras** from **Sep 2020 to Nov 2020**.
- Implant Training in CEBACA regards Company Management and techniques.
- Organized and Attended in “**Entrepreneurship Awareness Camp**”, by NSTEDB.

ACHIEVEMENTS

- Awarded as “**Best Outgoing Student**”, for the academic year 2016-17.
- Awarded as “**Student Teacher**” on Teacher’s day, 2016.
- Positioned as a “**Discipline Leader**”, in the academic year of HSC 2012-13.

EXTRA-CURRICULAR PARTICIPATION

- Secured **Consolation Prize** in Tamil Elocution, on account of **World Tamil Classical Conference-2010**.
- Secured **First** place in the Elocution conducted by **PSG College of Technology**, in the memorial of DR.G.Dhamodaran Trophy.
- Won **Prizes** in Cultural fest conducted and organized by **Inaindhakaigal Trust**.
- Secured **First Place** in **District Level Oratorical Competition**, conducted by Thavathiru Santhalinga Adigalar Arts & Science Tamil College (2010-2011).
- Secured **Silver Medal** in 102nd District level Tamil Oratorical Competition organized by **Sadhvidhya Sanmaarga Sangam, Perur Tamil Aadhinam** (2015-16).

- Done Skit and Drama play role.
- Participated in **Sri Ram Literature Club** Activities.
- Won **Second** place in Oratorical (Tamil), conducted by **Integral Yoga Institute**.

OTHER ACTIVITIES

- POSH Compliance – Registers and Documentation.
- BIS Compliance – Documentation and Labelling Compliance

PERSONAL DETAILS

Father : Sathappan Sembulingam
 Mother : Amaravathi Sathappan
 DOB : 02, August 1995
 Marital Status : Married
 Blood Group : B+
 Birth Place : Pudhukkottai, Tamil Nadu
 Driving License : TN38 20140001350
 Aadhaar Card (UIAI) : XXXX XXXX **3595**
 Language Known : Tamil & English (Capable of Typing) – Hindi(Read)
 Hobbies : Travel, Music and interest in debates.

REFERENCE

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| <ul style="list-style-type: none"> ➤ Ms. Dr.E.Gomathi Senthilkumar
 Advocate – Madras High Court,
 Thamarai Law Firm,
 Chennai – 600 035.
 Ph.No : 94446 81123 | <ul style="list-style-type: none"> ➤ Ms. Aiswarya Sudhakar FCS
 Company Secretary & Legal Head,
 BellaPremier Happy HygieneCare Pvt Ltd.,
 Ambathurai, Dindigul – 624 302.
 Ph.No : 80152 68020 |
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DECLARATION

I, hereby declare that the above furnished details are true to the best of my knowledge.

Your's Sincerly

SATHEESH KUMAR SATHAPPAN