

Jasmin Shaju

Manager - Legal & Compliance

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Dear Sir/Madam,

I am looking for a carrier opportunity to utilize my knowledge, skill and enhance my learning opportunity. I hereby express my keen interest in working with your repute organization and herewith enclose my resume for your kind consideration. I possess **10+ years** of experience in drafting & vetting legal documents, compliance, litigation management and legal research besides others. Currently I am associated with **ICICI Lombard General Insurance Company as Manager - Legal & Compliance.**

The select highlights mentioned below are indicative of the work that I have managed; my resume sets forth further details:

- Effectively monitor and review internal policies to ensure compliance with statutory or legal requirements
- Drafting agreements, contracts and responding to the communication received from the regulatory Authority.
- Effectively managing legal research, document preparation, and general legal support to drive streamlined operations and ensure timely outcome
- Assembling trial materials and exhibits, and collecting & evaluating evidence to facilitate court proceedings and provide assistance to attorneys.
- Managing and protecting intellectual property rights of the Company
- Establishing solid and trusting relationships through exceptional communication skills; utilizing superior organizational, interpersonal, and problem-solving skills to realize the desired results.

I have a proven track record of success in the legal and compliance portfolio. I am also a strong team player and have a proven track record of working well with colleagues. I am confident that I can handle the day-to-day responsibilities of the job quickly and efficiently. I am also willing to learn new skills as necessary to help your company succeed.

I bring to your company my years of relevant experience and my drive for results and positive outcomes. I am prepared for the next challenge in my career and look forward to hearing from you.

Best Regards,

Jasmin Shaju

Enclosure: Resume