

**Objective:**

Looking for a challenging career opportunity to fully utilize my experience and skills, which paves way for the positive career graph to benefit both the organization as well as me.

Jasmin Shaju

Work Experience

Manager - Legal & Compliance, ICICI Lombard GIC Ltd, Sep 2015 - Present

- Monitor compliance with regulatory & statutory obligations and advise internal stakeholders accordingly.
- Review internal policies and ensure in compliance with statutory or legal requirements
- Product development review and vetting of product documents including policy wordings in compliance with regulatory prescriptions
- Drafting/vetting of agreements and contracts in time bound manner as per industry standards and to safeguard company's interest
- Vetting and approving marketing collateral including website contents and ensure submissions to the Regulatory Authority.
- Drafting/vetting of various communications and responses to the communications received from various Authorities.
- Managing and protecting intellectual property rights of the Company

Legal Executive, ITM Group of Institutions, June 2014 to August 2015

- Assist and report to the Head-Legal in discharging functions of a Legal department
- Draft and/or review legal letters, contracts and agreements and monitor legal obligations under agreements to ensure compliance.
- Coordinating and following up litigation matters with company's Advocates & Trade Mark Attorneys.
- Advising advocates on line of arguments, explaining the company operation for effective closure of litigation matters
- Continuously monitor compliance with statutory obligations and advise management accordingly.
- Trademark search, surveillance and updates. Additional responsible for Legal research and newsletter

Advocate, District Court, Nagercoil, Jan 2011 to May 2014

Advocate, Madras High Court, May 2008 to Feb 2010

- Assisting the senior counsels in drafting of petitions and written statements
- Attending Court cases and interacting with Lawyers, clients and third parties with reference to cases
- Responsible to file, update and follow up the cases
- Attended cases related to service matters, Negotiable instruments, Banking & Insurance issues and Consumer matters

Education

LLB (Bachelor of Law) 2008

LLM (Master of Law) 2012

Information

Gender: Female

DOB: 20.07.1986

Nationality: Indian

Address: Emerald Apartment, Flat 22, Bldg 63, Road 3003, Manama, Bahrain

Phone: +973-33936209

Key Skills

- Insurance
- Compliance
- Contract
- Intellectual Property
- Case Management
- Drafting & Vetting
- Legal Research
- Process Review

Honors

Certified as “**Outstanding Performer**” in 2022

Awarded with

“**Performance Frontier**”

in 2020

Published “**ITM Legal**

Digest” in the year 2015