

JOB DESCRIPTION

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| Position / Designation : Senior Legal Executive | Number of Vacancy: 1 |
| Department : Legal | Cell : Legal |
| Location : Bangalore | Reports To : Legal Head |

Job Purpose : Non - Litigation

Job Duties & Responsibilities

- Lease Agreements
- Non-disclosure Agreements
- Power of Attorney
- Other miscellaneous agreements, Notices/ Reply of Notices.
- Drafting, vetting and filing of legal notices against the defaulting customers, fraud employees and other business process partners.

Job Requirements

Educational Qualification : LLB

Work Experience : 4 – 6 years

Special Requirements : MS office

Key Competencies : Strong in Non-litigation roles, Must be from real estate background, Drafting letters and emails.