



Adv. Anuradha Dhiraj Kadam

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Objective:

To work with full dedication, integrity and honesty which will contribute towards the Company's as well as my own growth. To learn as much as I can and perform even better each time so that I can grow as an individual as well as a team player and to learn more about the Law fraternity.

Personal Strength

- Hard working, Energetic & Sincere.
- Willing to learn and contribute my best to the company

Key Result Area

- Good communication and proper feedback to the concerned authorities. Motivation for the operators as and when required to improved work output and enhanced efficiency. The required task done in time with innovation for better satisfaction.
- Demonstrate daily excellence in communicating with both clients & colleagues to gain a strong detailed understanding of client needs & the ability to come together as a team to fulfil client expectations.

Educational and Professional Credentials:

Degree	Year	Board/University	Percentage
L.L.B.	2018-2021	Pune University	1 st class
B.A.	2005-2007	Amarawati	Higher 2nd Class
HSC	2003-2004	Amarawati	1 st Class
SSC	2001-2002	Amarawati	1 st Class

Computer Exposure:

- MS-Power Point, MS-Excel , MS- Word.
- English and Marathi typing .

Work Experience:4.5 years

1] Rama Group, Builders & Developers :- Curruntly Working as a Legal Consultant :

- Drafting Legal Documents such as Agreement to sale, Sale Deed, Power of Attorney, MOU, Conveyance Deed, Cancellation Deeds, Correction Deeds, Partnership Deed, Lease Deed, Declaration Deed, Apartment Deed ect.
- Coordinate with external consultant for MAHA RERA related work.
- Drafting of other documents such as letter of Intent, Legal Notice, Notice reply, Contract Drafting ect
- Conducted comprehensive online land records and property searches to verify legal ownership and encumbrance status. Prepared detailed Title Search Reports summarizing the ownership history, legal status, and marketability of the property title.
- Coordinate with external consultant for society formation process, society handover process.
- Coordinate with the others department regarding legal issues.
- Providing legal advice on land acquisition.

2] Advocate Swapnil Walunj :- As Advocate (November 2022- February 2023)

- Drafting Legal Documents such as Agreement to sale, Sale Deed, Power of Attorney, MOU, Conveyance Deed, Cancellation Deeds, Correction Deeds, Partnership Deed, Share Certificate, Mortgage Deed ect.
- Society Formation process.
- Handling Documents registration process.
- Maintaining the record of Documents and others related work.

3] Advocate Dipali B. Gade :- As a Junior Advocate (Feb 2021- Oct. 2022)

- Drafted Pleadings, Arguments to be presented in the courts, pre-trial memorandums, written applications to be submitted in the Courts and various Competent authorities.
- Maintained record of case summaries.
- Attainted the cases before Courts and various competent Authorities.
- Drafted and registered in sub-registrar office Agreements such as, Agreement to sale, Deed of Assignment, Sale Deeds, Settlement Agreement, Development Agreement, Power of Attorney, Cancellation Deed, Correction Deed, Mortgage Deed, MOU etc.
- Knowledge of 7/12 extract, Mutation (Ferfar), Search report of property & also have knowledge of Maha RERA, Processing of documents registration.
- Filing and attaining the matters related to society registration and conveyance deed before Competent Authorities.

- Mentioning the cases in the Courts, and assisted the Senior Advocates in the proceedings
- Assisted the Senior Advocate in following court matters:
Handling all types of Civil cases which majorly included Family Law, Divorce cases, DV cases, Land related matters, recovery matters, cases of criminal nature such as Cheque dishonour (138 NI Act).

Personal Information:

Name : Mrs. Anuradha D. Kadam
Permanent Address : B2-804, Kumar Princeville
Society, Borhadewadi,
Moshi, Pune- 412105.

Date of Birth : 02 July 1986.
Marital Status : Married.
Languages Known : English, Marathi and Hindi.

Declaration:

Thank you for exploring my Resume. I hereby declare that information declared is correct and true to the best of my knowledge.

Date: / /2025
Place: PUNE

Adv. Anuradha D. Kadam