

## Resume

**Mr. Navnath B. Sathe**

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Contact No: +91 9637913195

Current Address : Flat No. 29, Priya darshani vihar Society, Near Jijai Garden, Old Warje Jakat Naka, Warje, , Pune - 411 058

### CURRENT WORKING EXPERIENCE

M/s. Nikte & Nikte Company., Pune

Designation: Liaison Assistant (Currently Working with Since June 2015 to till date)

Current CTC : 4.80 Lakhs P.a.

Expected CTC: 6.00 Lakhs P.a. (Negotiate)

Notice Period : No notice Period

### PREVIOUS EXPERIENCE

M/s. Gaikwad Enterprises, Pune

Designation: Liaison Assistant (Working with Since Jan 2009 to May 2015)

### CAREER SUMMARY

- Communication and Co-Operation which facilitates a close working relationship between Company and Govt. Authorities for smoothly running the business as per companies' requirement & policy.
- Basic Knowledge of land acquisition, municipal Liaisoning.
- Land demarcation /perimeter wall/security/putting up board, etc.
- Co-ordinate with Government agencies like Gram Panchayat, Talathi & Tahasil Karyalaya, to get the required NOC's.
- Drafting, Agreements, Registrations of various documents with the sub Registrar, Statutory compliances, Coordination & liaison with local authorities, and Advocates also court cases follow-up.
- Handling all type of court cases (Small causes court, session court, District Court) Revenue Matters & co-ordination with court employees.
- Drafting Skills, Knowledge of Legal & Registration Proceeding, Liaisoning skill.
- Knowledge of MS Office, Typing Marathi & English.

- Collecting all revenue documents from land owners, different officials like Sub register offices.
- Verification of documents like 8A, 7/12 Extract, Mutation Entries, Title Deeds, Khathas, Tippan, sketch maps etc.
- People Management and develop links with external government agencies.
- Co-ordination with departments like Legal, Projects and others as and when required.

#### EDUCATIONAL DETAILS

Degree	University	Year
Bachelors of Commerce	Pune University	2015
B.A.LL.B 5 Year Course	Tilak University, Pune	2025

#### STRENGTHS

- Strong communication skills, grasping power & reasoning ability.
- Ability to adjust to changing environment.
- A Sense of responsibility, optimism, patience & ability to work in a team.

#### PERSONAL INFORMATION

Date of Birth : 07<sup>th</sup> Dec 1985  
 Languages Known : Marathi, English, Hindi  
 Permanent Address : A/P - Kule, Tal \_ Mulshi, Dist - Pune - 412108

Place : Pune

Date : 26/02/2026

**Mr. Navnath B. Sathe**