

Itisha Seetha

Contact: +96560426908

Email Id – itisha.seetha@gmail.com



Objective

To achieve an established position as in legal fraternity by working in a leading company where my skills and experience can be effectively utilized by a company offering long-term opportunities for professional growth in recognition of dedication and superior performance.

Work Experience

Legal Counsel & Board Secretary

Gulf Energy S.A.O.C. Muscat, Oman.

November 2016 – March 2019

Served as in-house Legal Counsel & Board Secretary for a closed joint stock oil & gas service company Gulf Energy S.A.O.C., which is a subsidiary of NESR Corp, a NASDAQ listed company, having international operations in various countries, where I was responsible for handling & managing all legal matters of Gulf Energy S.A.O.C. & its various subsidiaries which scope of work includes:

- Provide legal advice & strategy while anticipating, managing and reducing areas of legal and business risk.
- Draft & review MOU, NDA, JV, agency agreement, licensing agreements, notices, amendments and various other agreements.
- Review and negotiate oil and gas contracts and subcontracts.
- Provide legal support and advice to the various internal departments including operations, finance, HR & external auditors.
- Manage dispute resolution proceedings between the company and third parties with the assistance of external counsel as needed.
- Advise board of directors & shareholders on shareholding and corporate governance matters.
- Research on local laws, regulations, and policies that affect the Company and to ensure compliance
- Provide secretarial support to the board of directors & shareholders of the Company by organizing the board of directors and shareholders meetings for the Company and ensure compliance with corporate law & governance.
- Prepare and document the minutes of board & shareholders meetings, resolutions, maintain membership records, and performs other related duties.

In addition to above, I have assisted in all the corporate legal matters involved in the acquisition of the Gulf Energy SAOC by NESR, a NASDAQ listed company.

Legal Consultant

ZeusIP Advocates L.L.P. New Delhi, India.

August 2014- July 2016

Served as Legal Consultant in a corporate & IPR law firm, responsible for advising, handling & managing international & domestic clients by providing end to end support.

- Drafting & negotiating contracts.
- Assisting on regulatory compliance matters.
- Negotiating with third parties on contractual issues and legal disputes.
- Performing due diligence in legal matters concerning contracts, and mergers and Acquisitions.
- Conducting trademark searches and clearances for the availability of trademarks.
- Handling prosecution of the IP applications and maintenance of the IP rights.
- Handling trademark opposition and cancellation/deregistration proceedings.
- Providing IP advice on selection of trademarks.
- Handling IP transactional matters including contracts, assignment and agreements.

Internships

1. Kochhar & Co, New Delhi. (corporate)

- Research on Liquidated Damages clause for Joint Venture Agreements.
- Research on Employment Contracts.
- Scrutiny on raising public shareholding in listed companies.
- Research on norms & guidelines for Journalistic Conduct.
- Review of JV agreements.

2. Dua Associates, New Delhi (litigation)

- Drafted rejoinder for writ petition filled in High Court.
- Prepared case notes on cases pertaining to payment of pension and other benefits entitled on the termination of service under Service Law.

3. Anand and Anand (IPR)

4. Universal Legal/ The Chugh Firm (corporate)

5. Chambers of K.T.S Tulsi, New Delhi (litigation)
6. Global Legal Associates (corporate)
7. Bajaj Allianz Life Insurance Company Limited. (corporate)
8. Dua Associates (corporate)
9. Chambers of Indu Malhotra, Supreme Court of India (litigation)
10. Steel Authority of India Limited (corporate)
11. Madhya Pradesh Human Rights Commission (NGO)
12. Grasim Industries, Aditya Birla Group. (corporate)
13. Rural Litigation and Entitlement Kendra (NGO)
14. Laad Associates (litigation)

Academic Qualification

- [BBA.LL.B](#) (May 2014) NLC, Bharati Vidyapeeth University, Pune.
- [Diploma in Taxation Laws](#) (May 2013) NLC, Bharati Vidyapeeth University, Pune.
- [Diploma in Corporate Laws](#) (July 2010) Asian School of cyber laws, Pune.
- [Diploma in Cyber Law](#) (January 2009) Asian School of Cyber Laws, Pune.
- Higher Secondary Certificate, 10+2 (May 2008)

Key Skills

Contract Negotiation, Contract Management, Corporate Generalist, Joint Ventures, Intellectual Property (Trademarks), Competition Law, Drafting, Corporate Governance Legal Compliance, Due Diligence & Licensing

Seminar & Conferences

- Participated in international Seminar on Judicial Reforms organized by India International Law Foundation.
- Participated in Justice Verma Committee on recommendations for rape law.
- Attended seminar on 'Rights of Women' organized by Justice Sunanda Bhandare Foundation.
- Attended seminar on 'Equality for Women' organized by Shashi Tharoor & Chief Justice Hon. Justice Altamas Kabir.

Personal Details

Nationality	– Indian
Residence	– Sabah Salem, Kuwait.
Languages	– English & Hindi