

JIGNESH MAHENDRA JAISWAR

40, Shalibhadra society, Arjun ashram road, Chandlodia, Ahmedabad-382481

Contact No: 7600804090 ; Email: jig.jais@gmail.com.

ADMINISTRATION PROFESSIONAL

Offering 19 years of experience across **legal & Administration**

Expertise

1. Execution of Sale Deed, Mortgage Deed, Mortgage Release Deed, Declaration, Rectification Deed, Registration of Will, Execution of Power of Attorney Ect.
 2. Co-ordinate with Sale and Account team for ATS/DEED.
 3. Appearance before various revenue Authority like Deputy Collector, Collector, Prant, and Mamalatdar
 4. Drafting of Various Deeds and Documents
 5. In depth research activity for legal Point of law.
 6. Registered Research on Real Estate Regulation And Development Act 2017
 7. Appearance before various authority, Judicial and quasi Judicial Authority
 8. Co-ordinate with Advocates for legal issues.
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PROFESSIONAL EXPERIENCE

Suryam Group Assistant Manager Legal & Liasioning	Apr'23 - June-23
Aashray Constructions Legal Executive	Feb-17 -Mar'23
Aaryan Group Administration Assistant	July'12 – Jan-17
INDIAN INSTITUTE OF MANAGEMENT, RAIPUR Office Assistant	Mar'12 –July'12
GUJARAT STATE AIDS CONTROL SOCIETY (Est. Health & Family Welfare Department, Gujarat) Mar'12 Divisional Assistant	Mar'08-
I MIND EDUCATION Counselor	Mar'07-Mar'08
VIKARAM SARABHAI COMMUNITY SCIENCE CENTER Consultant cum Volunteer	Dec'04-Mar'07

EDUCATIONAL DEVELOPMENT

Master of Business Administration (HR) 2008
National Institute of management

Strategic Human Resource Management 2004
Mahatma Gandhi Labour Institute

Bachelor Of Science 2002
Gujarat University

Computer Skills
Course on Computer Concepts (CCC) from DOEACC

Project Handled:
Completed of one month project in “Goodlass Nerolace Paints”, Vatva, Ahmedabad

Date of Birth: 24th August, 1980

Language Proficiency: English, Hindi, Gujarati

Reference: Available on Request