

Name Surname | LEADERSHIP • LEGAL FIELD

LinkedIn • Sri Lanka • + 62 555 555 55555 | + 9 555 555 5555 • email@domainname.lk

An entrepreneurial, results-oriented professional with solid experience analysing, structuring, negotiating and manage sophisticated commercial transactions. Versatile, with practice as a top-tier Legal Leader. A strategic and analytical problem solver who focuses on the overall picture to ascertain strategic direction. Proactively formulates risk mitigation strategies that protect corporate resources. Structures and negotiates transactions. Trusted advisor to Boards of Directors, executive management teams and investors. Exceptional attention granted to the time management and law application in order to suite the business model. **Multilingual:** English; Indonesian; Sinhalese.

Commercial Law • Law of Contracts • Company Law • Land Law • Labour Law • Foreign Investment Laws

Business & Legal Affairs • Executive Leadership • Employment Agreements • Contract Negotiation

Mergers & Acquisitions (M&A) • Guild & Labour Relations • Regulatory Compliance • Financial Management

Labour & Employment Litigation • Policy & Process Development • Staff Training & Management

KEY STRENGTHS

- Extensive history optimising business affairs functions for major industry companies.
- Excellent conflict resolution, communication, information analysis, coordination, and resource management skills
- Ability to take the right decision at the right time, as well as handle stressful situations with ease and direct the team members confidently
- Exceptional negotiation, diplomacy and team-building skills.
- Easily adaptable into equal participation in various jurisdictions, such as: Sri Lanka, Indonesia, and Maldives.

PROFESSIONAL BACKGROUND

Company Name – various locations

2010-Present

Company Name is a wholly owned subsidiary of Company Name, a Singapore incorporated holding company with investments in the oil palm plantations and food ingredient industry in Indonesia, Malaysia and India.

MANAGER – Legal Team | Indonesia

- Develop, revise, implement, and publish the legal framework for the organization as a whole. Direct and supervise staff in the Legal Department achieve the goals/ objectives set out by the Company Name Group.
- Managing the legal exposure of Group companies in Indonesia, which involves structuring, drafting and administering legal contracts of a diverse nature.
- Facilitating in managing legal exposure and mitigating legal risks in business operations of all Group companies in Indonesia, including acquisition of Land.
- Assisting the legal advisory unit to operate in a multi jurisdiction environment in which the Group operates
- Issuing legal opinia on commercial law/Land law issues to the Management of the Company Name Group.

Notable Highlights:

- Led the legal team in the successful acquisition of Plantation Companies in Indonesia with a transaction value of
 - a) \$ X,XXX,XXX/- in Kalimantan, Indonesia
 - b) \$ X,XXX,XXX/- in Papua, Indonesia
- Led the legal team in negotiating the acquisition of Land in Indonesia with a transaction value of \$ X,XXX,XXX - in Batam, Indonesia. This acquisition was discontinued due to irregularities in land title discovered during the legal due diligence study
- Drafted and structured the documentation for the villager out-growers scheme of the Company Name Group Companies, including:
 - a) the incorporation of village based entity's to represent the villagers;
 - b) drafting the Agreements for the management of the villager out-growers scheme, by the Company Name Group Companies;
 - c) negotiating finance and security documents for a \$XX Million loan for the development of the plantations under the villager out-grower scheme.
- Successfully led the team, liaised with External Counsel and handled a Land Overlap Claim of \$XXX Million filed against the Company.

LEGAL OFFICER | Sri Lanka

- Drafted and revised all legal documents on behalf of the organisation [i.e. contracts].
- Kept all the employees updated with the modifications in the guidelines defined by the regulatory bodies.

Company Name – Colombo, Sri Lanka

2002-2010

Company Name is the oldest and biggest law firm in Sri Lanka and a top tier firm in all areas of practice by all the leading international legal directories. It is the Sri Lanka member of Company Name, the world's leading network of independent law firms.

ASSOCIATE

- Participated in consultations, advised clients and issued legal opinions on all aspects of commercial law, including law of contracts, company law, foreign investment laws and investment protection in Sri Lanka and closure of businesses in Sri Lanka, as well as drafting, analyzing, reviewing, and finalizing Contracts and Agreements for clients of the firm.
- Progressively led the experience by carrying corporate secretarial work; advising on industrial disputes; representing clients at labour tribunals and advising on various aspects of the law; Companies incorporation under the Sri Lankan Law.
- Served as a permanent member of the team carrying out legal due diligence studies of companies prior to corporate acquisitions and mergers. Carried out such legal due diligences both locally as well as abroad.
- Gathered required factual and legal documentation.
- Provided logistical support, coordination of witnesses, prepared notebooks, scripts, summaries and meeting notes, tracked data, and provided status updates.
- Prepared legal documents such as briefs, motions, memoranda, and discovery devices.

LEGAL INTERN

- Assisted Partners and Associates of the firm in carrying out legal research, drafting agreements, providing legal opinions and company secretarial matters.
- *Jan 2005-Jan 2007*: Assigned to support the litigation division by assisting the counsels in drafting pleadings and submissions.
- Attended the preparatory work involving trials and inquiries in tribunals and original courts and in appellate matters.

Seconded to Premier Chambers – Malé, Maldives | 12 months

- Guided and drafted agreements for the acquisition of islands for the purpose of constructing resorts. The agreements drafted for the transactions included Memorandums of Understanding, *pari passu* Mortgage Agreements over the island, Finance and Construction Agreements and Share Purchase Agreements.
- Advised and assisted in the drafting of Agreements for financing of construction and development of hotels and resorts in the Maldives. This included drafting of Syndicated Loan Agreements for values exceeding \$ XX Million, related Mortgage Agreements, Personal Guarantee and Indemnity and other Security documents.
- Involved in the incorporation of Companies under the Companies Act of the Republic of Maldives and drafting Memorandum and Articles of Association.
- All corporate secretarial work in relation to XX companies incorporated in the Maldives.

EDUCATIONAL BACKGROUND & CREDENTIALS

Attorney-at-Law – SRI LANKA LAW COLLEGE | 2004-2007

Affiliations & Membership

Enrolled as Attorney-at-Law of the Supreme Court of Sri Lanka | Dec 2007
Reading for a **Master of Laws** [LLM] in International Trade law – UNIVERSITY OF WALES
Notary Public
Life **Member** of the BAR ASSOCIATION OF SRI LANKA