



PROFILE

Legal Professional with 10+ years' experience including 6+ years of post-qualification experience spread over M&A, general corporate, secretarial and compliance related matters.

CONTACT

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SKILLS

- Hard Working & dedicated
- Self-motivated, team player
- Strong Organizational and interpersonal skills
- Receptive and Resourceful
- Analytical skills and problem solving ability
- Good drafting and Research skills
- Conflict Resolution & De-escalation
- Proven ability to deliver results on time

AISHWARYA ZARE

EDUCATION

L.L.B.
Government Law College
2013 - 2016

Company Secretary
Institute of Company Secretaries of India (ICSI)
2010 – 2013
All India Rank Holder - 21

Bachelor of Commerce
Mulund College of Commerce., Mumbai University
2010 – 2013
Score highest marks in Economics in College

WORK EXPERIENCE

Tata Steel Limited - Senior Manager Corporate Legal
September 2019 – Current

- Experience in handling two major acquisitions: i) through Insolvency and Bankruptcy process; and ii) through tender process run by Department of Investment and Public Asset Management (DIPAM)
- Been part of divestments of two foreign subsidiaries in different jurisdictions
- Handling merger of two listed entities as part of corporate restructuring
- Responsible for providing end to end legal support on strategic acquisitions (national and international), divestment and other corporate matters for Tata Steel Group including: a) advising in structuring of transactions; b) drafting, reviewing, and negotiating documentation including term sheets, JVA's, SHA's, SPA's, SSA's
- Liasoning with external counsels and engaging in negotiations
- Handling and reviewing due diligences
- Played an important role in setting up a robust M&A Legal Team and gaining customer trust
- Handling/ assisting in other general corporate advisory including providing opinions
- Assigned with additional responsibility of being a Company Secretary of a wholly-owned subsidiary and handling specific sections of Integrated Report of the holding Company

Wadia Ghandy & Co. (Law Firm) - Associate
October 2016 – September 2019

- General Corporate Team of Wadia Ghandy & Co
- Lead a transaction relating to acquisition of a company including negotiations, reviewing and revising the documents, including shareholders agreement, share purchase agreement, ESOP agreement and employment agreement

- Experience in handling a transaction involving acquisition of five per cent stake in a listed entity
- Experience in transaction involving issue of Non-Convertible Debentures and drafting and reviewing various agreements
- Played a pivotal role in conducting corporate secretarial and contracts related due diligences for various transactions
- Experience in providing legal opinions on specific queries in relation to various aspects of Companies Act, and various SEBI Regulations (specifically Regulation 30) and general advising on board related matters
- Experience in other general corporate advisory including drafting legal notices/replies to the legal notices in relation to various grievances.

L&T Infrastructure Finance Company Limited - Assistant Manager

March 2015 – August 2016

- Providing opinions on RBI regulations, their interpretation and application and all activities related to CERSAI
- Review and drafting of the risk related policies at the Group Level, including liaison with various departments to understand ground level processes
- Conducting meetings of the Management Committee, Investment and Credit Committee and Risk
- Management meetings on a regular basis and ensure compliance to various internal and external policies and guidelines
- Drafting of Board Notes for restructured advances as per the extant RBI guidelines.

Tata Motors Limited – Management Trainee

May 2013 – September 2014

- Part of the team responsible for preparing and vetting the Annual Report & Directors' Report for FY 2012-13 and FY 2013-14
- Drafting Notices, e-Agenda and minutes for Board Meetings, Audit Committee Meetings, Annual General Meetings and Extra-Ordinary General Meetings of subsidiary companies
- Maintaining statutory registers, handling secretarial and corporate matters, conducting Postal Ballot, compliances related to appointment of Directors, ROC filings, etc
- Monitoring SEBI Complaints Redress System and resolving complaints of the investors with the help of Registrar and Share Transfer Agents.

OTHER CERTIFICATIONS

- Pursuing my hobby in Indian classical music through learning harmonium since the age of 8 and have passed "Visharad Pratham" (6th Exam) conducted by Gandharva Mahavidyalaya in April, 2014.
- Awarded Best Group presentation in Executive Development Programme (EDP) held by ICSI.
- Successfully completed 3 levels of Basic German course from Max Mueller Bhavan