

 +91 9718 70 90 80

 AbhishekESQ@Gmail.com
 Noida Ext., UP. -201318, INDIA

ABHISHEK ESQ.

B.H.M, M.B.A, LL.B., PGDLL, LL.M. (*Corporate Law*)



NATIONALITY: INDIAN

LANGUAGES: Hindi / English /French

LinkedIn: www.linkedin.com/in/abhishek-esq

Professional Summary

Experienced professional with over 18 years in diverse industries.

- 7 years of rich experience in the Corporate Hospitality Industry (Oberoi, IHHR, ITC, The Park, IHG, and Carlson)
- 10 years of experience as a Director in the Translation & Localization Industry
- MCA Certified Independent Director by IICA
- Currently practicing as an advocate specializing in Commercial, Cyber, Labour & Employment Law.
- Contributing as an Arbitrator & Conciliator in ODR institutions for NBFCs, bank, and securities (NSE/BSE) disputes.

License & Certifications

- **Advocate** – Bar Council of Delhi
- **Member**- Delhi High Court Bar Association
- **Certified** – Prevention of Sexual Harassment (POSH)
Data Privacy Laws
- **Mediator** - International Mediation Institute (IMI)
- **Empaneled Advocate** - Department of Justice (Nyaya Bandhu)
- **Independent Director** – IICA
- **Founding Member** - Rouse Avenue Court (CDCBA)

Litigation Skills

- **Document drafting and review**
- **Legal Research and case analysis**
- **Document Preparation and Management**
- **Court Filing and Legal Procedures**
- **Time management and multitasking**
- **Client Communication**
- **Legal software**
- **Litigation support**
- **Courtroom procedures**

FUNCTIONAL EXPERTISE:

- Corporate Governance (Global Acumen)
- Environmental, Social, and Governance (ESG)
- Financial Acumen
- Stakeholder Relations
- Cyber Marketing & Operation Mgt. Expert
- Artificial Intelligence & Cyber Security
- Industry Knowledge
- Leadership and Team Management
- Arbitration & Conciliation
- Commercial Law Attorney
- Labour & Employment Law Expertise
- Cyber Law Counsel
- POSH Certified
- Data Privacy Law
- RERA Law Expert
- Legal and Regulatory Understanding

AREA OF INTEREST:

- ADR/ODR
- Employment & Labour Law
- Commercial Law
- Cyber Law
- Corporate Social Responsibility (CSR)
- Nomination and Remuneration
- Strategy planning Committee
- Risk Management Committee
- Stakeholders Relationship Committee

Professional Abridgement

- **Retainer Legal Advisor & Advocate** – Linguainfo Services Pvt. Ltd., New Delhi | October 2023 - Present
- **Retainer Legal Advisor & Advocate** – Digital Hutch, Greater Noida West | September 2023 - Present
- **Retainer Legal Advisor**– Indian Language Translation, Gr. Noida West | September 2023 - Present
- **Retainer Legal Advisor & Advocate** – Vibrant Infomat, New Delhi | September 2023 - Present
- **Founder** – Legal Eloquence, Greater Noida West | August 2022 - Present
- **Arbitrator** – CADRE, Erdac Solutions Pvt. Ltd., Bangalore | February 2024 - Present
- **Conciliator** – SAMA, Odrways Solutions Pvt. Ltd., Bangalore | November 2023 - Present
- **Arbitrator** – Webnyay Pvt. Ltd., Chandigarh | March 2024 - Present
- **Project Director** – Linguainfo Services Pvt. Ltd., New Delhi | September 2013 - October 2023
- **Project Manager** – Linguainfo, New Delhi | May 2012 - September 2013
- **Executive H.K Supervisor** – Crowne Plaza Today, Gurugram | May 2010 - October 2012
- **Executive H.K Supervisor** – The Park, New Delhi | March 2010 - April 2010
- **Lead Housekeeping Coordinator** – Country Inn & Suites, Sahibabad | January 2009 - March 2010
- **Hospitality Service Associate** – ITC Sonar Bangla, Kolkata | April 2007 - April 2008
- **Hospitality Service Associate** – Oberoi Rajvilas | April 2006 - December 2006
- **Hospitality Service Associate** – Ananda in the Himalayas, Rishikesh | August 2005 - February 2006
- **Industrial Trainee** – Ramada, Goa | May 2003 - October 2003
- **Industrial Trainee** – Jaypee Residency Manor, Mussoorie | May 2002 - October 2002

Certifications

- SEBI Investor Certification Examination
- NISM Certified ODR Mechanism
- NISM Financial Literacy Course
- Data Privacy: Laws and Concepts
- Digital Forensics and Cyber-Crime Investigation
- Artificial Intelligence’s Impact on IP
- IP Awareness Training Program
- IPR: Strategies for Practice and Procedures
- AI Governance
- CADRE Accreditation Certificate
- Certified SAMA (ODR) Professional
- RERA Law for Lawyers
- UNCITRAL Mediation Framework
- International Commercial Arbitration
- Advance Legal Research
- The Private Investigator and Brand Protection
- Validity of Contracts in India

Memberships

- American Bar Association – ABA
- International Council for Commercial Arbitration – ICCA
- International Union for Conservation of Nature – IUCN Commissions
- World Intellectual Property Organization – WIPO
- Chartered Institute of Arbitrators (CIArb)
- International Arbitration and Mediation Center, Hyderabad – IAMC
- Advocate Prime Dispute (U.K.) – APD
- Young International Arbitration Group – YIAG

Publications

- **BLOG** : [Media Trial- Is it a threat to the Judiciary](#) Dec. 13,2022
- **BOOK**: Environment Law Research Book (Working)
- **ARTICLE** : Herballife Case Study 23-01-23
- **RESEARCH ARTICLE**: FSSAI Research, DEC 2022
- **BOOK**: Demystifying Legal Basics An Easy Peasy Legal Guide (Working)

Work Experience

Legal Drafting and Documentation

- Drafted and prepared diverse legal documents including applications, original actions, interlocutory applications, review petitions, revisions, and appeals for statutory bodies, tribunals, and commissions.
- Composed comprehensive legal documents such as complaints, agreements, settlements, recovery suits, written statements, writs, counter-affidavits, rejoinders, contempt petitions, claims, and miscellaneous applications pursuant to the Code of Civil Procedure.
- Formulated revision, review, appeal, and special leave petitions for High Courts and the Supreme Court of India.
- Drafted, negotiated, and executed a wide array of commercial contracts and legal instruments, including but not limited to property registrations, lease deeds, affidavits, indemnities, undertakings, conveyance deeds, and intellectual property agreements.
- Prepared criminal complaints under various statutes including the Companies Act, Factories Act, Narcotic Drugs and Psychotropic Substances Act, Prevention of Corruption Act, and other specialized legislation.
- Drafted petitions and appeals pertaining to intellectual property matters for submission before the Registrar and Intellectual Property Appellate Board.
- Prepared agreements, reviews, and appeals in accordance with the Arbitration and Conciliation Act.

Legal Research and Analysis

- Conducted comprehensive legal research, encompassing case law analysis, statutory interpretation, and regulatory reviews.
- Performed thorough title searches, drafted detailed legal reports, and conducted in-depth case assessments.
- Utilized advanced legal research software including Manupatra, SCC Online, and DLT Online for exhaustive case law research.
- Sourced and analyzed legal materials from various databases and public domains to support case preparation and address client requirements.
- Collect, collate and analyze open-source information from various databases, internet, and other public domains.

Litigation Experience

- Represented clients before labour courts, Real Estate Regulatory Authority (RERA), and Serious Fraud Investigation Office (SFIO).

- Provided expert counsel on employment laws, labour regulations, and industrial relations matters.
- Managed complex disciplinary proceedings, employee rights issues, and labour disputes.
- Advised clients on intricate industrial relations issues including strikes, lockouts, retrenchment, and establishment closures.
- Handled disciplinary matters, including drafting show cause notices, charge sheets, and conducting formal inquiries.
- Provided comprehensive counsel on various aspects of employment conditions, including transfers, promotions, and bonus structures.
- Demonstrated expertise in filing and defending criminal complaints under various provisions and sections of the Bharatiya Nyaya Sanhita, Companies Act, Factories Act, Food Safety and Standards Act, Passport Act, Narcotic Drugs and Psychotropic Substances Act, Arms Act, Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, Prevention of Corruption Act, Delhi Excise Act, Electricity Act, Unlawful Activities (Prevention) Act, Customs Act, Negotiable Instruments Act, and other offences punishable under the Bharatiya Nyaya Sanhita and related legislation.

Conciliator

Empaneled with ODR Institutions:

(SAMA) Odrways Solutions Pvt. Ltd., Bangalore, (Webnyay), Chandigarh

October 2023 – Present

- Facilitate the resolution of disputes involving individuals, Non-Banking Financial Companies (NBFCs), and banks through effective communication and negotiation strategies.
- Assist parties in reaching mutually beneficial settlements by guiding discussions and proposing innovative solutions.
- Maintain impartiality and confidentiality throughout the conciliation process, ensuring a fair environment for all parties involved.
- Collaborate with stakeholders to streamline processes and improve the efficiency of dispute resolution mechanisms.
- Work with a diverse range of parties, including ICICI Bank, SBI Bank, CRED, Uργο, and individual clients.
- Actively participated in multiple conciliation camps organized by Webnyay for NBFC, specifically for NDX P2P Private Limited (CRED), successfully serving as a conciliator in over 100 cases.

Arbitrator

Empaneled with ODR Institutions: (CADRE) Erdac Solutions Pvt. Ltd., Bangalore

February 2024 – Present

- Resolve disputes related to securities deposits for clients, ensuring fair and impartial arbitration in

accordance with regulatory standards.

- Conduct arbitration hearings, facilitating discussions between parties to clarify issues and promote effective negotiation.
- Evaluate evidence and documentation presented by both parties to make informed decisions that uphold equity in securities transactions.
- Draft and issue arbitration awards based on findings, ensuring compliance with relevant laws and regulations governing NSE/BSE operations.
- Collaborate with regulatory bodies to stay updated on compliance requirements and enhance the arbitration process.

Retainer Legal Advisor & Advocate

***LinguaInfo Services Pvt. Ltd., Delhi. Digital Hutch, Gr. Noida, VibrantInfomate, Delhi
September 2023 – Present***

- **Legal Compliance:** Conduct legal audits to ensure adherence to statutory obligations and mitigate risks.
- **Contract Management:** Draft, review, and negotiate commercial contracts, safeguarding the company's interests.
- **Litigation Support:** Provide strategic legal support in litigation matters, including document preparation and representation.
- **Policy Formulation:** Develop and implement internal policies to ensure compliance with applicable laws and regulations.
- **Advisory Services:** Render legal advice on corporate governance, intellectual property, and regulatory compliance.
- **Dispute Resolution:** Facilitate mediation between parties to resolve disputes amicably and efficiently.
- **Stakeholder Engagement:** Collaborate with external counsel to align on legal strategies and case management.
- **Legal Research:** Monitor legislative changes and provide insights for informed decision-making.

Localization Project Director
LinguaInfo Services Pvt. Ltd., Delhi
September 2013 – October 2023

Job responsibilities

1. Client Management:

- Managing client expectations by providing regular updates about on-going projects, deadline and meeting quality standards.
- Serving as primary day-to-day contact for clients. Discuss project scope, provide cost estimate/quote and decide a delivery date with client.
- Preparing SOW & quote for each project and sending it to client for approval before setting it up in production.
- Provide support to clients including query management and education about the localization process.
- Participate in client calls regarding their stylistic and terminological preferences and investigate reasons behind complaints (Root Cause Analysis).
- Analyze client feedback, discuss project/account issues, process areas of improvement, etc. and assist with proactive actions.
- Project delivery via email, freeway, box depending on client preference.

2. Production & Quality management:

- Managing multiple translation projects (documents, e-learning courses & medical devices) including on time and within budget completion while maintaining the highest standards for quality translation.
- Develop project plans and workflows, manage timelines, monitor budget and resources, and determine schedules and deadlines.
- Use databases/ tracker to monitor current project status. Planning and monitoring projects to meet deadline, quality and budget requirements.
- Collaborating with functional teams, vendors in order to maintain client or project specific procedures, solutions, checklists and instructions.
- Managing vendor relationships to ensure they are content and any expressed concerns within my scope are quickly and productively addressed.
- Responsible for routine and proactive dialogue with linguists regarding available capacity and related constraints. Logistics management with functional teams & translators.
- Responsible for the Quality Assurance of final translation, investigate and offer input/ideas on ways to improve procedures and processes.
- Develop new quality initiatives and methodology – varies from project to project depending on client requirement.
- Provide feedback to linguists and functional teams regarding translated texts and help to solve the quality issues.
- Assisting functional teams (engineering & DTP) in-case they have any queries or concerns.

3. Finance management:

- Monitor and maintain project financials including month end activities and revenue recognition.
- Vendor PO creation and approval, project invoicing and uploading on client's portal.
- Ensuring the accuracy of financial project data, workflows, schedules and processes to maximize efficiency and profitability.
- Budget creation, quote preparation for the entire project lifecycle, invoicing approval and finance/revenue forecasting.
- Preparing QBR & YBR and owns Gross Margins on the account.

Localization Project Manager

LinguaInfo, Delhi

April 2012 to September 2013

Job Responsibilities

Job description: In collaboration with the translation manager, my role consisted in running the day-to-day translation activities of the service and ensuring the timely delivery of quality translations to internal clients.

Translation experience

- Manage the entire life-cycle of multiple localization projects in a fast-paced environment
Coordination of the translation process with a focus on quality and timeliness: from reception of translation requests, quotation, allocation of work, quality control, to final delivery.
- Coordinate all the project phases and efficiently predict the lifespan of all the stages of the project
- Liaise with sales staff/End Client to clarify project parameters.
- Negotiate deadlines and rates with vendors.
- Prepare and maintain project documentation
- Directed and provided support to internal / external translators (allocating and supervising work (revision, editing, proofing), providing feedback, developing guidelines for external translators, etc)
- Perform quality checks at various stages of process to ensure quality and accuracy (proofreading, final eye...)
- Establish and maintain excellent relationships with contract translators and proofreaders globally
- Monitor and control projects status
- Development of tools designed to improve terminology consistency (Project Technical Glossary of over 5000 terms published on the intranet, SDLX translation memories, etc.)
- Provided advice and direction on appropriate approaches for various linguistics issues (e.g. Review of vendors' manuals translations, etc)

Housekeeping Supervisor

Crown plaza Today, Gurgaon

April 2010 - April 2012

Job Responsibilities

- Responsible for maintaining hygienic surroundings by efficiently managing various Housekeeping activities.
- Assuring that Housekeeping staff follows established safety regulations in the use of equipment & supplies at all times. Ensure activities in compliance of legislation and regulatory requirements in the department.
- Coordinate, monitor & respond to requests promptly and according to policies. Prepare, assign & direct weekly schedules and daily duties.
- Maintaining the care and use of housekeeping supplies and equipment like linen, chinaware and glassware and report to Housekeeping Manager.
- Perform regular inspections for sanitation, order, safety and proper performance of assigned duties.
- Up keeping and maintenance of equipments and machines, scheduling of extra cleaning shift wise, maintaining the visual appearance and aesthetic decor of the hotel premises, problem resolution, job safety practices etc.
- Responsible for responding to budgetary guidelines defining all developments and efficiencies for more effective methods of operating the department.
- Ensuring that all the operational standard procedures/guidelines set for all the processes/activities/situations are followed.

Housekeeping Supervisor

Country Inn & Suites, Ghaziabad

January 2009 – March 2010

Job Responsibilities

- Responsible for a designated floor, checking and releasing of the rooms as per hotel standard
- Coordinate with front office and desk on releasing of the rooms and for special guest requests
- Coordinate with the engineering in the area for repair and maintenance
- Handling guest enquiries, complaint and queries
- Plan and implement preventive maintenance and cleaning schedule for floors
- Making of report relating to floor and desk
- Keeping track of horticulture and pest control in coordination with vendors
- Monitoring guest feedback system, prompt, efficient and accurate service to all guests

Declaration

I hereby declare that the information mentioned above and the facts are true to the best of my knowledge and belief. Thanking you in anticipation and looking forward to your reply.

Place: Noida

Date: As forwarded

Abhishek
Yours Sincerely,

Abhishek