

# Basanti Devi Negi

Flat No. 201 wing -B Himgiri Co-op Hsg. Soc Ltd, Nr. St. Paul School, Malwani,  
Malad (West), Mumbai- 400095

Cell: 918097976279  
[basanti@samvadfoundation.org](mailto:basanti@samvadfoundation.org)

[bdnegi91@gmail.com](mailto:bdnegi91@gmail.com)

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## Synopsis

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Legal professional with 20+ years of work experience in corporate role including IPR, POSH, Corporate Law, Litigation and non-litigation, office administration, and training.

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## Skills

- Well-versed in Legal drafting, vetting, and business laws
- Excellent in drafting, Contract, Agreement, NI Act
- Meticulous about legal provision and interpretation of the statute
- Extensive knowledge of the process of technical terminologies related to the contract.

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## Experiences

**Currently working with M.K.E.S. College of Law, Malad West as a visiting faculty LLB AND LLM Section.**

**Worked with Children Welfare Centre Law College as full-time faculty from 2018 to 2022**

**Associated with Samvad Foundation (NGO) Handling women-related issues and ICC in the corporate. 2013 onwards. Experience in the area of:**

Formulating policies as per the various legal provisions for Women in the Workplace.

Advising corporations on compliance as per the POSH Act.

Part of IC, grievance committee as per POSH Act.

Amicably resolving issues on perceived sexual harassment at the workplace to save legal hurdles and the client's cost.

Advising clients on strategy and creating a positive atmosphere for women.

Sharing legal insight through various research and analysis on the POSH Act. Updating any new developments.

Training and sensitizing the workforce about the prevention of sexual harassment.

**Clients handled:**

**Freshbox Media Pvt. Ltd.**

**Cloudaction Technologies Services Pvt. Ltd.**

**Heurtey Petrochem India Pvt. Ltd.**

**Gatronics India Pvt. Ltd, Haridwar**

**Goenkas Industries Pvt. Ltd.**

**Rajkala Enterprises Pvt. Ltd.**

**Main Avenue Ventures**

**Samvad Foundation (Trustee and head- Women legal cell)**

**Done internship with D.B. Patil -Advocate**

208, Kitty Villa, Opp. Congress Bhavan, Bhyander (West) has branch office at Thane and Fort.

**Patel & Deodhar-Chartered Accountant, Bandra (East), Mumbai, Office Manager, July 2012 to August 2013**

**S.S.Gupta – Chartered Accountant, Goregaon (West), Manager- Admin, Dec 2008 to July 2012**

- Routine Administrative work
- Scheduling meetings and interviews
- Organising time and workplace
- Drafting documents, agreements, letters
- Handling housekeeping and other administrative task

**Grasim Industries Ltd.(Aditya Birla Group), Andheri, Mumbai, Executive Assistant, June 2007 to Nov. 2008**

- Assisting VP- Project in planning
- Planning schedule, meeting
- Organising calls and meetings
- Drafting emails, letters and quotation
- Member of employee grievances handling committee and also adherence to the Vishakha guideline on prevention of sexual harassment of Women in the Workplace.

**National Dairy Development Board (NDDB), Goregaon, Office Administrator, Feb. 2001 to Feb 2004**

- Drafting notices, invoices, agreements and other day-to-day documents
- Maintaining proper records of inward and outward
- Employee grievances, employee relations, and disciplinary procedures as per the ID Act

**Concept Shapers & Electronics Pvt. Ltd., Andheri, Mumbai,  
Secretary cum administrator, April 2000 to Feb 2001**

- Managing the Director's e-mail box, travelling arrangement
- Mail room management
- Coordination intra and inter-department, intra and inter-organization.
- Handling corporate communication
- Drafting of various legal documents about the agreement as per Contract Act.

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## **Education**

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Pursuing PhD from Sharda University, Noida, U.P.

University of S.N.D.T., Mumbai  
Master of Law –LLM- Specialization in IPR

University of Mumbai, Mumbai  
Bachelor of Law (LLB)

University of Mumbai, Mumbai,  
Bachelor of Commerce (B.Com)

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## **Computer Skills**

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- MS Office
  - Internet
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### **Language Skills**

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- English
  - Marathi
  - Hindi
  - Gujrati
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### **Hobbies**

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- Travelling
- Reading
- Research
- Analysis
- **References Available Upon Request**