

# Unnati (Shingare) Taru

B.A. (Geography), MSW (Family and Child Welfare), LL.B.

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Pune, Maharashtra (INDIA)



## SUMMARY –

Dedicated legal professional with a passion for both litigation and non-litigation work, eager to contribute expertise and drive to a dynamic corporate environment. Demonstrated proficiency in seamlessly executing and coordinating a diverse range of tasks, adeptly managing competing priorities while consistently delivering high-quality results within demanding timelines. Seeking an opportunity to further hone skills, expand knowledge, and make meaningful contributions to the success of the legal team.



## ACADEMIC EDUCATION:

- LL. B from Pune University, 2014.
- MSW (FCW) from Pune University, 2004.
- B.A. (Geography) from Pune University, 2002.



## WORK EXPERIENCE

**S&K Group | Pune, Maharashtra**  
**Legal Manager**

May.'25 to July 2025

About company: S&K Group is a prominent real estate and construction firm based in Pune, Maharashtra. The group, founded on April 17, 1986, has made a significant mark in the real estate sector by developing over a million square feet, including more than 4,000 homes and 500 commercial shops across Pune

### Job Responsibilities:

#### Legal Counsel – Real Estate & Litigation

- Provide expert legal counsel on real estate laws, regulations, and compliance requirements.
- Draft, review, and negotiate contracts, agreements, and other legal documents to ensure legal soundness and alignment with business objectives.
- Identify potential legal risks in real estate transactions and implement strategies to mitigate them.
- Ensure full compliance with applicable laws, regulatory requirements, and industry standards.
- Represent the organization in legal proceedings, negotiations, and dispute resolution processes.
- Manage matters related to the Real Estate (Regulation and Development) Act, 2016 (RERA), including coordination with external legal counsel and handling consumer litigation.
- Draft legal opinions, notices, cost sheets, and other documentation related to construction and real estate compliance.
- Collaborate with internal departments to ensure legal alignment in project planning and execution.

**Enrich Energy Pvt. Ltd. (Maharashtra, Goa, Telangana, Tamil Nadu, M.P. etc.)**  
**As a Deputy Manager - Land and Legal**

May 2024 to Jan.'2025

### Job Responsibilities:

#### Legal Counsel – Land Acquisition & Litigation Management

- Handled TSR (Title Search Report), litigation & non-litigation matters, and Right of Way (ROW) issues related to land acquisition.
- Provided comprehensive legal support for land acquisition, ensuring ROW issues are resolved efficiently and cost-effectively.
- Assisted site teams with legal guidance from the Head Office (HO) to ensure timely project execution.
- Identified, monitored, and mitigated legal risks in land acquisition processes.
- Drafted and reviewed legal documents such as Sale Deeds, Easement Agreements, and MOUs, ensuring compliance with legal and regulatory requirements.

- Maintained and updated MIS records for land acquisition, litigation, and reporting, ensuring accuracy and accessibility of all documentation.
- Established and maintained strong relationships with landowners, local communities, and regulatory authorities to facilitate smooth project execution.
- Managed and strategized litigation in alignment with company objectives, delivering sound legal advice on positions in case of disputes.
- Drafted and negotiated contracts tailored to business requirements, ensuring statutory and legal compliance.
- Conducted thorough risk analysis before entering into commercial and financial agreements.
- Drafted legal agreements and ensured their alignment with regulatory standards.
- Possessed in-depth knowledge of laws, particularly the Electricity Act and Telegraph Act, relevant to infrastructure and utility projects.
- Briefed senior and external legal counsels on critical matters, ensuring alignment and clarity in legal strategy.
- Coordinated and followed up on daily updates regarding pending matters with external counsel to ensure timely resolution.
- Prepared and monitored Legal MIS to track litigation, compliance, and contract management effectively.

### Previous Work Experience:

#### COURT PRACTICE:

- a) Court Practice Pune & Nashik Dist. | June 2023
- b) Court Practice January 2014 to September 2022

#### Job Responsibilities:

- Proficiently executing property valuation, negotiation, and thorough authentication/verification of registered property title documents, while ensuring legal compliance across all transactions.
- Coordinating with Registrar of Assurances offices to obtain title search reports and verify property titles, land taxes, and other regulatory requirements.
- Securing land in alignment with specific regulations and policies governing special township development, and successfully procuring land within budget and at company-designated rates.
- Representing or assisting in legal proceedings before Writ Courts, District Courts, Debt Recovery Tribunals (DRT), Claim Tribunals, and Consumer Courts to support property and land acquisition matters.
- Drafting, vetting, and finalizing a wide range of legal documents including Special Leave Petitions (SLPs), writ petitions, civil suits, criminal complaints, claim petitions, counter affidavits, replies, and replications, ensuring legal robustness in all property-related litigation and compliance.

#### Legal Documentation:

- Drafting and executing agreements and deeds for property transfer while maintaining communication with the revenue department.
- Preparing settlement and release deeds, and developing standardized templates for efficient documentation.
- Facilitating the transfer of immovable property and drafting memorandum of understanding agreements.
- Conducting negotiations for both property purchases and sales, while also performing thorough due diligence searches on property titles.<sup>4</sup>
- Handling all aspects of court cases and litigation, including appearances for matters filed by or against the organization, as well as representing the organization in proceedings initiated by the Sub-Divisional Officer (SDO).
- Working closely with registrar of assurances offices to obtain title search reports, verify property titles, assess land tax, and manage various compliance tasks.

#### Liaisoning:

- Engaging with government entities for stamp duty, registration, market value assessments, city survey records, and title clearance procedures.
- Coordinating with local authorities such as PMC, Gram- panchayat Z.P., and Municipal Corporation.
- Facilitating communication with Revenue Authorities including Collector, Deputy Collector, RDC, SDO, Tahsildar, Circle Officer, and Talathi for all land-related matters and records.
- Collaborating with forest authorities as needed.
- Coordinating with TILR office for land surveys and handling applications for zone change requests.

### **Job Responsibilities:**

- Expertly preparing Sale Deeds, Powers of Attorney (POA), and Easement Deeds with utmost precision and attention to detail.
- Drafting agreements for pathways and aerial easement rights with landowners, considering the specific survey or plot details of the land parcel.
- Drafting additional deeds or documents as specified in the aforementioned board resolution for wind projects situated in Osmanabad District, Maharashtra.
- Liaising between the legal firm and the land team to ensure location or land compliance.
- Examining drafted emails, WhatsApp messages, and similar correspondence for accuracy and clarity.
- Following up on TSR (Title Search Reports).
- Organizing document drives and facilitating the review and amendment process for draft agreements.
  
- **Handling litigation matters pertaining to:**
- Right of Way (ROW) compensation under the Electricity and Telegraph Acts
- Land acquisition disputes and proceedings
- Arbitration cases involving contractual and commercial claims
- Constitutional matters impacting project execution
- Claims and compensation-related legal issues
- Contractual disputes with vendors, landowners, and other stakeholders
- Criminal cases arising in the course of land acquisition or project development.

**Worked with Real Estate firm as a Legal Assistant |**  
**Worked with Law firm as a Legal Assistant, Pune |**

September 2016 to May 2017  
February 2014 to June 2016

### **Job Responsibilities:**

- Assisting lawyers within the firm by conducting necessary research and preparing legal documents.
- Ensuring accurate filing and documentation of clients' legal paperwork.
- Drafting letters, orders, and other correspondence as required.
- Maintaining and updating a file of newspaper clippings featuring recent Supreme Court and High Court decisions.
- Observing court proceedings and providing support with administrative tasks.
- Analyzing announced case studies and attending court sessions for firsthand observation.
- Drawing conclusions based on observations and discussing insights with lawyers.
- Analyzing legal matters within the framework of the legal system.
- Providing legal advice during trial courtroom sessions.
- Conducting research on court cases and related information.

**Mahila Sabikaran Kendra Nagarvasti under PMC, Pune |**  
**As a Family Counselor**

April 2013 to January 2014

### **Job Responsibilities:**

- Providing counseling services to children, women, and families.
- Conducting awareness campaigns in Nagarvasti area to educate the community about the services offered by the Family Counseling Centre.
- Handling and resolving various family dispute cases through family counseling.
- Organizing meetings in wards, slums, Gavthan areas, and societies.
- Conducting workshops for children on education, health, safety, etc.
- Addressing emerging societal issues and providing guidance on effective solutions.
- Delivering speeches on women's issues and related topics
- Establishing networks with local organizations such as Mahila Mandal, Police Station, Dakshata Samiti, NGOs, etc.
- Providing information to women about government policies such as Sanjay Gandhi Niradhar Yojana, Shraavanbal Yojana, etc.

### **Earlier Work Experience:**

a) **Focus Education Care** | January 2012 to March 2013  
As a Business Development Manager

b) **Achievers Point knowledge System Pvt. Ltd.** | May 2010 to December 2011

As an Asst. Centre Manager

- c) **ICFAI** | January 2007 to March 2010  
As a Counseling Officer

**Job Responsibilities:**

- Promoting educational products through targeted marketing efforts.
- Persuading customers using promotional strategies to increase product awareness
- Broadening product reach by organizing events, seminars, and presentations for corporate, SMEs, and enterprises, with a continuous evaluation of their effectiveness to drive further action.
- Establishing networks with schools, colleges, institutions, SMEs, and corporate clients through personal meetings and presentations to provide product information and secure orders.
- Providing exceptional pre-sale and post-sale services to enhance customer satisfaction.
- Leading center operations to achieve business excellence.
- Skilled in communication, adept at building and maintaining long-term client relationships.
- Managing team targets and branch operations.
- Results-driven marketing professional with extensive experience in the educational sector and leading consultancies.
- Specializing in educational selling and corporate marketing.
- Responsible for handling corporate clients, including initiating calls, counseling them on educational programs, addressing queries, and facilitating enrollment into educational programs.

- d) **Sarva Seva Sangh** | November 2005 to December 2006  
**As a Social Worker and Counselor**

- e) **Family Counseling Centre under PMC Pune** | September 2004 to November 2005  
**As a Family Counselor**

**Job Responsibilities:**

- Providing educational support to children from HIV-affected and infected families.
- Conducting counseling sessions in schools.
- Contributing to community development initiatives.
- Facilitating the rehabilitation of spastic children.
- Supporting the rehabilitation of substance abusers.
- Conducting HIV/AIDS awareness campaigns, counseling, and rehabilitation programs.
- Assisting in the rehabilitation of street, working, and pavement children.
- Supporting the rehabilitation of commercial sex workers and their children.
- Organizing family saving group and cluster meetings, as well as microcredit programs.
- Networking with other NGOs involved in HIV-related activities.
- Conducting home, hostel, hospital, and red-light area visits and meetings.
- Arranging camps for children to promote holistic development.
- Organizing meetings for children.
- Providing counseling to families, clients, and children.
- Conducting awareness campaigns in Nagarvasti area about the services provided by the Family Counseling Centre.
- Handling and resolving cases related to family disputes through family counseling.
- Gaining field experience through various activities and initiatives.



**EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENT:**

- Achieved an exemplary A Grade in the Elementary Grade Drawing Examinations conducted by the Government of Maharashtra.
- Software Based Legal Research, 2010.
- Library science course from Garware Collage, 1998.
- Experienced in civil litigation involving property disputes, inheritance matters, wills, deeds, registrations, and agreements. Skilled in navigating negotiation laws and collaborating with authorities like the S.D.O. and Additional Collector. Proficient in handling cases under the Maharashtra Society Act and providing legal consultation on family law issues.

- With hands-on experience, I have managed various aspects of real estate, including legal affairs, public relations, land acquisition, land dealing, and liaison work for both township and large-scale projects across Pune Haveli, Saswad, Baramati, Khed, Bhor, and Nashik Districts, Marathwada region/ Tuljapur.
- I have cultivated strong relationships with governmental bodies such as PMC & PCMC facilitating seamless coordination for land acquisition, registration, market value determination, demand surveys, master plans, title clearances, and other relevant processes within the revenue department and associated authorities.
- I specialize in obtaining essential approvals from regulatory and statutory authorities, utilizing my skills to craft and implement the most effective legal solutions for a diverse range of real estate and commercial transactions.

#### **Property Procurement / Land Procurement:**

- Managing land acquisition operations for commercial and residential projects, including property sourcing, site inspections, thorough research, and addressing all aspects related to the acquisition process.
- Familiar with Land Acquisition processes.
- Capable of Providing Legal Advice.
- Proficient in Administrative activities.
- Able to handle complex legal situations.
- Well-versed in legal Terms and Policies.
- Experienced in Client Relations and External Stakeholder management.
- Possesses strong convincing and negotiation skills.
- Detail-oriented.
- Effective communicator.
- Skilled in Multitasking.
- Proficient in Documentation and Coordination.
- Demonstrates strong work ethics.
- Competent in administration.

#### **Research:**

- **Project:** A study of influence of internet on the lifestyle of collage youth.
- Survey conducted for women's health and available gymnasium facility.
- Survey conducted for women's health and available gymnasium facility.
- Supervise the Swarna Jayanti Swarojgar Yojana.
- Administration (Family Court).
- **Mini Research:** Cases in the year of 2000 to 2002 all section and order.
- **Mini Research:** Arranged a programmer for 8th std student for finding and solving their problems and difficulties in their academic study (Shishu Adhar).

#### **SKILLS:**

- Expertise in TSR (Title Search Report), Paper Notice, Compliance, Due Diligence, Immediate Notice Reply, Legal Counsellor, Good Negotiation,
- Proficient in Research & Drafting.
- Skilled in Liaisoning.
- Experienced in CSR activities and counseling.
- Knowledgeable in Court Procedures

#### **ACHIEVEMENT AND AWARD:**

- Obtained rank 1st in the Exam for English and Math conducted at Tilak Maharashtra Veedyapeeth, Pune, 1992.
- Obtained rank 1st in the exam for Hindi language conducted at Rastriya Bhasha Pracharak Samiti, Wardha, 1991.
- Won 1st Prize in Drama by Uttar Bhartiya Yuva Vikas Parishad Sanman Patra, Pune.

 **CERTIFICATES:** Diploma in Computer Application from Pune Municipal Corporation, 2001.

#### **SOCIAL ACTIVITIES:**

- Participated in a Training Program on Counseling organized. Location - Association of Marriage Counselor Pune, & Majlis Mumbai.

- Participate and represents in the state level workshop on 'Quality and Role of Social Work Colleges' organized by Quality Institutional Care for Children Alternatives. Department of Social Welfare and Department of Women and Child Development. Location -(QICC&A), MASWE, Government of India.
- Worked as Volunteer for Pulse Polio Immunization Program. Location - Rotary Club of Pune.
- Worked as Volunteer for Child line. Location - Pune (Telephonic helpline for children).
- Participate in Blood Donation Camp, Pune.
- Participation in seminar on child at risk held. Location - Sarva Seva Sangh on 26th Nov.'2005.
- C.A.A. Forum Attended ones in the month, Pune.
- Counselor's Forum Attended Quarterly, Pune.
- Mahan Forum Attended ones in the month, Pune.



#### WORKSHOP ATTENDED:

- **Workshop:** Premarital Education organized. Organizer: Susamvad, Pune.
- **Workshop:** Rational Emotive Theory. Organizer: Ms. Karkare, Pune.
- **Workshop:** Theatrical Games. Organizer: Mr. Vaze (Trainer for Acting), Pune.
- **Workshop:** ART & Adherence Counseling. Organizer: Swadhar Pune.
- **Workshop:** Counseling HIV / AIDS. Organizer: S.S.S. Pune.
- **Workshop:** Training on strategic planning, Organizer: Mery Desoza.
- **Workshop:** Training on Non - Verbal Communication. Organizer: Anirudha Jadhav.
- **Workshop:** Holistic Child Development India. Organizer: Skill Training.



#### LANGUAGES KNOWN:

English, Hindi and Marathi



#### PERSONAL DETAILS:

- Permanent Address: Pune
- Date of Birth: 29th Nov.'1980
- Sex: Female
- Marital Status: Married
- Hobbies: Reading books, Music, Painting, Travelling, Rangoli
- Computer Knowledge: MS – Office, Advanced Excel, Window Operating System

#### DECLARATION:

I hereby declare that all the statements made in resume are true and correct to the best of my knowledge.

Date:

Place: Pune

Your's faithfully,  
Unnati (Shingare) Taru