

Kamaldeep Singh

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LEGAL ASSOCIATE / COMPLIANCE ANALYST / E-COMMERCE SPECIALIST

PERSONAL STATEMENT

Detail-oriented professional skilled in eDiscovery, compliance, and document review with hands-on experience in e-commerce operations. Proficient in SKU creation, product listing optimization, inventory management, order fulfillment, and content creation. Experienced in photo/video editing for product shoots and digital marketing. Strong communicator and problem-solver with proven ability to streamline workflows and improve results.

CORE SKILLS

- eDiscovery & Litigation Support (Relativity)
- Data Privacy Compliance (GDPR, CCPA, HIPAA)
- SKU Creation, Inventory & Order Management
- Product Listing Optimization & CMS Tools
- Photo/Video Editing & Digital Content Creation

EXPERIENCE

E-Commerce Executive – Saudahaat | Mar 2025 – Aug 2025

- Managed end-to-end e-commerce operations – SKUs, product listings, inventory, and fulfillment.
- Developed sales strategies improving product visibility & conversions.
- Shot, edited & published product photos/videos for listings & campaigns.
- Coordinated vendors, ensured timely deliveries & handled customer queries.

Associate – Unitedlex Pvt Ltd, Gurugram | Jul 2023 – Mar 2025

- Conducted eDiscovery & Document Review (Data Breach Analysis, Privilege Review).
- Apply quality measure to electronic documents coded by first Line review and Quality checks for review projects.
- E-Discovery & Relativity Tool Expert.
- Reviewed and analyzed legal and corporate documents to determine relevance, privilege, confidentiality, and responsiveness.

EDUCATION

- LL.B. (Pursuing) – Shamsher Bahadur Saxena College of Law, Rohtak
- B.Tech (Electrical Engineering, First Division) – Rajasthan Technical University, Kota