Simran Tiwari

Delhi, India | 7827139873| sim.tiw998@gmail.com

LEGAL ASSOCIATE | COMPLIANCE ANALYST | EDISCOVERY SPECIALIST

PERSONAL STATEMENT

Dedicated Legal & Compliance Professional with 1.8 years of experience in Litigation Support, eDiscovery, Contract Review, and Data Privacy Compliance. Proven expertise in document review (US, UK, EU jurisdictions), GDPR/CCPA/HIPAA regulations, and Relativity/eDiscovery platforms. Consistently achieved 99%+ accuracy in large-scale review projects, improved turnaround by 20%, and reduced QC rework by 15%. Adept at risk assessment, compliance advisory, and legal process optimization to support corporate clients and law firms.

CORE SKILLS

- Litigation Support & eDiscovery (Relativity, Advanced Filters)
- Regulatory & Data Privacy Compliance (GDPR, CCPA, HIPAA)
- Risk & Compliance Advisory
- Quality Review, Privilege & Responsiveness Coding
- Soft Skills: Strong Communication, Attention to Detail, Analytical Thinking.

EXPERIENCE

Integreon Managed Solutions Pvt Ltd, Noida March 2025 –July 2025
Legal Associate

- Reviewed and analyzed legal and corporate documents to **determine relevance,** privilege, confidentiality, and responsiveness.
- Worked with **eDiscovery platforms (Relativity)** to tag and filter documents efficiently.
- Ensured compliance with regulatory guidelines, confidentiality protocols, and data protection policies.
- Conducted **quality control (QC)** reviews to ensure accuracy and consistency in document classification.
- Maintained **99% accuracy** in document classification, reducing the need for extensive **secondary reviews**.

Unitedlex Pvt Ltd, Gurugram August 2023 –Feb 2025
Associate

- Expertise and familiarity in **Data Breach Analysis (DBA)**, eDiscovery and Document Review Projects.
- Apply quality measure to electronic documents coded by first Line review and **Quality checks** for review projects.
- E- Discovery & Relativity Tool Expert.
- Conducted Privilege level review and **redactions** on the complex anti- trust cases.
- Focused on accuracy and **first-time right approach** to avoid any rework.
- Conducted quality control reviews, reducing rework by 15%.
- Mentored and trained junior associates, improving team review accuracy by 20%.

INTERNSHIPS

Ananad Prasad Jain Law Chambers
Legal Intern
Accompanied in Criminal, Civil and Matrimonial cases. Stood as a proxy wherever required. Went to jail on various occasions to interact and give advice to the client. Handle court appearances before various civil and criminal courts in Delhi.

Ortis Law Offices, Gurugram
Legal Intern
Analysed civil litigation and client counselling. Cooperated with legal team to manage content of legal files. Investigated facts and tracked case information.

EDUCATION & ACADEMIC ACHIEVEMENTS

B.B.A LL.B, Guru Gobind Singh Indraprastha University (2017–2022, First Division)

- Participated in Intra College Moot Court Competition
- Participated in Mega Legal Aid
- Participated in various Webinars.