

# RASHMI CHETRI

Delhi, India

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## PROFESSIONAL SUMMARY

Detail-oriented legal professional with **2+ years of experience** supporting litigation and corporate legal operations, with knowledge to **e-discovery workflows and Relativity-based document review processes**. Experienced in **data handling, document organization, database preparation, Excel-driven tracking, and client technical support** via phone, email, and screen-sharing. Demonstrated ability to **investigate platform issues, manage permissions, meet SLA-driven tasks, and work cross-functionally** in fast-paced remote environments.

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## CORE SKILLS

### E-Discovery & Legal Technology (Foundational Knowledge)

Relativity (Document Review & Search – Conceptual Knowledge), E-Discovery Lifecycle Awareness (Collection to Production), Hosted Review Platform Concepts, Basic ETL (Flat File Understanding), Data Organization & Quality Control, Legal Document Review & Compliance

### Technical & Data Skills

Microsoft Excel (Data Tracking & Organisation), File Management, Database Fundamentals (Entry-Level), Attention to Detail, Process Adherence

### Client & Communication Skills

Client Support via Email, Phone & Screen-Share, Issue Identification & Escalation, Clear Written & Verbal Communication, Ability to Follow SOPs & SLAs

### Technical & Data Skills

- Microsoft Office Suite
- Data Organization & Quality Control
- Access Control & Credential Management
- Internal Task System Handling
- High-Volume Data Review

### Client & Communication Skills

- Technical Client Support (Phone, Email, Screen-Share)
  - Strong Verbal & Written Communication
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## PROFESSIONAL EXPERIENCE

**Legal Advisor(Corporate – UK Law Focus)**

**Corporate Legal Firm | Delhi, India**

- Supported international clients on **UK civil, criminal, and immigration law matters**, managing **document review, data organization, and compliance tracking**.
  - Assisted with **Relativity-based document review preparation**, including document categorisation, quality checks, and structured data handling.
  - Provided **client-facing technical support** via phone, email, and screen-sharing, resolving issues related to document access, search results, and data organisation while meeting **internal SLAs**.
  - Assisted in **database preparation, permission-based access control, and credential coordination** prior to client platform use.
  - Investigated and responded to client inquiries relating to **document availability, search accuracy, research work**.
  - Used **Microsoft Excel** for tracking matters, maintaining data accuracy, and supporting reporting requirements.
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## Advocate (Litigation Practice)

### Under Senior Counsel | Saket Court, Delhi

Aug 2022– Sep 2024

- Managed **case files, legal databases, and document repositories**, ensuring accuracy, version control, and timely access.
  - Drafted and reviewed **legal documents** including contracts, affidavits, NDAs, MoUs, and legal notices, requiring strict attention to detail and compliance.
  - Conducted detailed legal research and supported senior counsel in litigation matters involving **company law, labour law, arbitration, and criminal cases**.
  - Coordinated with multiple stakeholders, demonstrating **strong multitasking, organisation, and communication skills** transferable to litigation support roles.
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## EDUCATION

### Bachelor of Arts & Bachelor of Laws (BA LL.B.)

APG Shimla University, Himachal Pradesh

2022

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## CERTIFICATIONS & TRAINING

- Workshop on **AI & Contracts**
  - Workshop on **Labour Laws**
  - Workshop on **Banking Laws**
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## LANGUAGES

- English – Fluent

- Hindi – Fluent
- Assamese – Fluent
- Nepali – Fluent
- Bengali – Basic