

N Akanksha James

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PROFESSIONAL SUMMARY

Results-driven Document Review Attorney and Investigations Analyst with experience supporting enterprise litigation and regulatory matters in high-compliance environments. Demonstrated expertise in high-volume document review, quality assurance, defensible workflows, data governance, and production readiness. Proven track record of maintaining 98–99% coding accuracy, meeting SLA-driven deadlines, and collaborating effectively within global delivery teams. Advanced user of Relativity and analytics tools with strong risk awareness, and additional exposure to SAR (Suspicious Activity Report) review in investigations support.

CORE COMPETENCIES

eDiscovery Operations & Review Lifecycle • First-Level Review & Issue Coding • Quality Assurance (QA / QC Audits) Privilege Analysis & Logging • Redaction QC & Production Readiness • Review Protocol Compliance & SOP Adherence Risk Identification, Escalation & Documentation • SAR Review (AML / Financial Crime) • Name Normalization & Data Standardization • Metrics Tracking & Productivity Reporting • Relativity | Legal Analytics •

PROFESSIONAL EXPERIENCE

Junior Associate | TransPerfect Legal, Noida

Jan 2025 – Mar 2026

- ▶ Reviewed 50,000+ documents across litigation and regulatory matters within SLA-driven delivery models.
- ▶ Maintained 98%+ coding accuracy through strict protocol adherence and continuous QA validation.
- ▶ Executed structured QC audits on 30–35% of review batches, identifying trend risks and strengthening review consistency.
- ▶ Performed high-volume redaction quality control (500+ per project), ensuring confidentiality and regulatory compliance prior to production.
- ▶ Prepared production-ready privilege logs (1,000+ entries) supporting defensible regulatory responses.
- ▶ Conducted entity normalization across large datasets, improving linkage analysis and search precision.
- ▶ Escalated high-risk documents with concise analytical summaries to support compliance officers and senior counsel.
- ▶ Supported regulatory investigations through SAR review, analyzing transaction-related and communications data to identify potential suspicious activity patterns.

Associate Editor | Indiafin Technologies, Noida

Jul 2024 – Jan 2025

- ▶ Conducted multi-jurisdictional legal research supporting regulatory and compliance publications.
- ▶ Produced and reviewed 50+ legal publications, improving accuracy and regulatory clarity.

Legal Intern | AKJ Attorneys & Solicitors LLP, Gurugram

May 2023 – Jun 2023

- ▶ Supported litigation documentation, filings, and procedural compliance.

EDUCATION

Bachelor of Laws (LL.B.) — Manipal University Jaipur

Bachelor of Business Administration (B.B.A.) — Utkal University

TECHNOLOGY & TOOLS

Relativity | eDiscovery Platforms | Review Analytics | MS Office Suite

CERTIFICATIONS & LEADERSHIP

- ▶ Conflict Management through Mediation — IIT Madras (NPTEL)
- ▶ Uniform Civil Code and Place of LGBTQ+ in It — Manipal University Jaipur
- ▶ Competition Concerns and IPR — Manipal University Jaipur

Leadership Roles

- ▶ Co-Convenor, Legal Aid Clinic
- ▶ Secretary Treasurer, Legal Aid Clinic