

RISHI AGRAWAL

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EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

- BBA/LLB (Hons.) from Guru Gobind Indraprastha University (2018-2023)
- Cumulative Grade Point Average : 7.23
- 12th Standard (CBSE Board) : 85.5 % (MVN School, Faridabad)
- 10th Standard (CBSE Board) : 9.0 CGPA (MVN School, Faridabad)

PROFESSIONAL EXPERIENCE

- **Document Review Associate, Consilio India Pvt. Ltd., Gurgaon [March 2024 – November 2024]**
 - Managed end-to-end document review process for high-stakes litigation cases, ensuring accuracy and compliance with legal standards.
 - Identified and flagged sensitive data tags, including Personally Identifiable Information (PII) and Protected Health Information (PHI), to ensure adherence to data privacy protocols defined by the client.
 - Utilized advanced e-Discovery tools (e.g., Relativity) to analyze and categorize large volumes of documents.
 - Ensured the secure handling of sensitive data during document review process by implementing robust data privacy protocols.
 - Collaborated with project managers and senior reviewers to resolve ambiguous privilege issues and ensure uniform interpretation of review criteria.
- **Junior Legal Associate, TransPerfect India Solutions Pvt. Ltd., Noida [November 3, 2025 – November 20, 2025]**
 - Conducted comprehensive document review to identify and categorize materials as privileged, confidential, or relevant in accordance with project protocols and legal guidelines.
 - Analyzed large volumes of documents—including emails, contracts, internal communications, and reports—to determine attorney-client privilege, work product protection, and confidentiality status.
 - Ensured the secure handling of sensitive data during document review process by implementing robust data privacy protocols.
 - Applied document coding accurately within review platforms to ensure consistent tagging and compliance with client instructions.

INTERNSHIPS

- **IBWC Wealth, Sales and Finance Intern, Jaipur. [October 2023 – February 2024]**
 - Advised clients on selecting mutual funds and insurance policies tailored to their risk appetite, financial goals and investment horizon.
 - Conducted thorough research and analysis of mutual fund performance, expense ratios and historical returns to recommend optimal investment options.
 - Educated clients on the benefits of Systematic Investment Plan (SIP) leading to increased adoption and consistent investment behavior.
 - Analyzed valuations of unlisted shares, identifying high potential investment opportunities for clients and facilitated transactions in unlisted shares by connecting clients with reputable brokers.
 - Brought in investments worth INR 20 Lakhs for mutual fund portfolio and about INR 15 lakhs for the unlisted share markets.

SKILLS AND STRENGTHS

Advanced Excel, Regulatory Compliance, Data Protection Compliance, MS Office, Google Workspace, Client handling and communication.