

# Trishna Sethi

## Legal Professional

Seeking a challenging role where I can utilize my expertise in legal research, drafting, and compliance to contribute to the success of a dynamic organization. Committed to delivering high-quality legal support and contributing positively to the legal team's objectives.



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Hyderabad, Telangana



Trishna Sethi

### Work Experience

#### 1. Capital Now

- Legal Executive
  - Nov, 2023 – March 2024
  - Reviewing, Drafting and vetting and vetting of Commercial Agreements such as MSA, NDA, Software Licence Agreement, Contract Negotiation.
  - Collaborate with business team to draft, review, and vetting of a wide range of commercial agreements and legal documents.
  - Knowledge of basic commercial clauses and CLM.
  - Review legal documents and coordinate all stakeholders to gather necessary information and ensure timely resolution of legal matters.
  - Review of NBFC documents for compliance.
  - Regular Review of RBI circulars related to NBFC.
  - Managing legal and grievance communications.
  - Prepare and issue physical legal notices for default pool, ensuring adherence to legal procedures and deadlines.
  - Assisting in legal matters by drafting documents, conducting legal research and providing legal assistance.
  - Assisting team in other legal matters including due diligence processes, Intellectual Property Rights (IPR) matters, preparing necessary documentation etc.
  - Conducting in-depth legal research and analysis to stay updated on emerging fintech laws, regulations as per industry trends.
  - Helping the organization navigate complex legal and compliance issues.

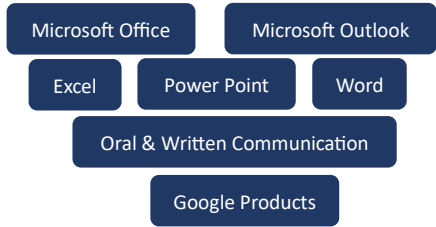
#### 2. Quislex Legal Services Private Limited

- Legal Associate
  - May, 2022 To Nov, 2023
  - Reviewed documents for relevancy, privilege, and other issues as per the client's instructions.
  - Reviewed documents of general interest and potentially interesting documents as per case requirements.
  - Document review for ongoing e-discovery litigation in the US and UK.
  - Worked on data breach and data privacy cases, Incident Response, including PII and PHI redactions.
  - Proficient in performing TIFF and HIPPA redactions.
  - Created strings, adhering to established guidelines and formatting requirements.
  - Assisted in the development and improvement of string-making processes to enhance efficiency and accuracy.
  - Collaborated with team members to meet deadlines and manage workload effectively.

### Professional Skills



### Technical Skills



- Ensured proper organization and storage of strings for easy retrieval and reference.
- Conducted thorough quality checks on strings to ensure compliance with client specifications and accuracy.
- Developed and implemented quality assurance processes to identify and rectify errors or inconsistencies in strings.
- Provided feedback and recommendations to string makers to enhance their understanding and adherence to quality standards
- Prepared detailed quality reports for management, highlighting areas of improvement and best practices.
- Assisted in the preparation and submission of legal documents, including briefs, contracts, and agreements.
- Conducted research and analysis to support the accuracy and completeness of submission.

### 3. Lead India Law Private Limited

- Legal Content Consultant (Remote) ○ Dec, 2021 – April, 2022
- Research on wide range of articles, published journals, books and legal topics
- Wrote several articles on legal topics covering divorce, mutual and contested, marriage, criminal trial, bail, property matters
- Keywords SEO and developing content for website of Lead India 4.
- Sound knowledge of SEO
- Curated content regarding legal service.

### 4. Trivium Education Services Private Limited

- Topic Page Writer : Business Law (Freelancing) ○ April, 2021 – Dec, 2021
- Legal Research and Writing on Business Law topics for academic purposes.

### 5. SM Corporate Solutions Private Limited

- Intern (Remote) ○ June, 2020 – Aug, 2020
- Handled responsibilities of Business Ethics and Corporate Governance, which included Corporate Principles policies and practices.

### Certification Course

- **LawOctopus Contract Drafting and Negotiation**
  - Obtained Merit certificate and highest grade in course assignment of reviewing and drafting contract.
  - Dec, 2021- Jan, 2022

### Education

- **LLM (Corporate Laws)**
  - National Law University Odisha
  - 2017-2018
- **BA.LLB (H)**
  - University Law College,Utkal University, Bhubaneswar, Odisha
  - 2012-2017

### Inter-Personal Skills



### Languages

- English  
● ● ● ● ○
- Hindi  
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- Odia  
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### Hobbies

