



# SAMIKSHA SHARMA

Legal Operations Lead

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## ABOUT ME

Results-driven legal professional with extensive experience in legal operations, team management, and strategic decision-making. Proficient in corporate laws, compliance, and legal research, with a proven ability to lead teams and streamline processes. Adept at managing cross-functional teams, handling complex legal issues, and driving organizational success by ensuring legal and regulatory compliance.

## EDUCATION

2020 JAIPUR NATIONAL UNIVERSITY, JAIPUR | LL.M. (BUSINESS LAW)

2019 UNIVERSITY OF RAJASTHAN, JAIPUR | LL.B.

2016 UNIVERSITY OF RAJASTHAN, JAIPUR | B.COM

## WORK EXPERIENCE

Oct 2022-  
Present

### GEEK SHASTRA TECHNOLOGIES PVT LTD | LEGAL OPERATIONS LEAD

- Spearhead the legal operations team of 40 professionals, ensuring timely delivery of legal services.
- Conduct interviews, train new hires, and foster professional growth within the team.
- Develop and optimize administrative workflows, enhancing efficiency and compliance.
- Collaborate with clients to address legal challenges, providing actionable insights.

2020 – 2022

### GREAT CHAMP TECHNOLOGY PVT LTD | RESEARCH ASSOCIATE

- Authored comprehensive legal documents for clients across Australia, the US, and the UK.
- Conducted scholarly research on international laws, providing accurate legal insights.
- Published articles on emerging legal trends, showcasing subject matter expertise.
- Gained command over diverse legal frameworks, including cyber, contract, and corporate laws.

March 2018 –  
June 2019

### LADVOCATE AVDHESH PAREEK, JAIPUR | JUNIOR LAWYER

- Supported litigation efforts by conducting legal research and drafting court documentation.
- Reviewed legal transactions, ensuring compliance and mitigating risks.
- Managed cases involving contracts, domestic violence, and criminal law.
- Maintained up-to-date knowledge of legislative changes, advising on their implications.

## SKILLS

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|-------------------------------|-------------------------------|--|
| • Legal Research & Compliance | • Litigation Support          | • Strategic Planning                           |
| • Contract Negotiation        | • Team Leadership & Mentoring | • Legal Writing                                |
|                               |                               | • Tools: Manupatra, MS Word, Excel, PowerPoint |