

# Shraddha Sharma

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## PROFESSIONAL SUMMARY

Analytical, ambitious and experienced professional with more than 3.6 years of experience seeking a challenging role to contribute to the success of company's operations and deliver impactful results. Experience in improving business processes and modelling to translate financial concepts.

## EXPERIENCE

### Legal Executive, 12/2019 - Current

#### Mercedes-Benz Financial Services India Private Ltd

- Applied advanced statistical methods to gather data and presented actionable insights, enabling corporate executives, managers, and end users to make informed business decisions.
- Collaborated with colleagues to implement strategic initiatives resulting in a 15% decrease in the frequency of legal notices.
- Processed expense invoices and claims in Invoice Processing Operations.
- Hands-on experience in document reviews and strong understanding of privilege concepts.
- Led the end-to-end vendor evaluation and selection process for key procurement projects.
- Conducted thorough research on legal requirements and industry best practices to ensure compliance and minimize potential risk.
- Conducted thorough reviews of existing processes and procedures to identify root causes of user complaints in compliance tools.
- Integrated multiple process improvements and contributed to the development of a statistical business model.
- Proactively participated in weekly team meetings with the board of directors and supported my team with any duties as required.

## ACCOMPLISHMENTS

- Successfully completed Foundation and Executive Company Secretary Professional Course.

Note: Deputed to Mercedes-Benz Financial Services India Private Ltd

## CORE QUALIFICATIONS

- MS Office
- Corporate Law
- Invoice Processing
- Business Project Management
- Report Generation
- Finance Processes / Legal Process
- Data Analysis
- Risk Management
- Stakeholder Management
- SQL
- Power BI
- Problem Solving

## EDUCATION

**L.L.B.**, 2019  
**MJPRU**, Bareilly

**M.Com**, 2016  
**MJPRU**, Bareilly

## CERTIFICATIONS

- Completed an intensive online course on SQL Relational Database 101 offered by CognitiveClasses.AI, in partnership with IBM.

## INTERNSHIP EXPERIENCE

- Credit Underwriter Intern - Daimler Financial Services India Private Ltd.  
June 2019 - Dec 2019