**Shilpa Bhushan**

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A self-driven individual with total years of comprehensive experience of 10 years in the industry. Specialised in stakeholder management, end to end contract reviews, ability to work with diverse teams and as an individual contributor, legal advisory role.

**Work Experience:**

**Genpact, Noida**

**Senior Legal Manager**

**[Period: 14 February 2023 – Present]**

Reviewing high volume of contracts related to IT service industry in various domains includes Healthcare, Insurance, Manufacturing, Aviation.

Reviewed Contract for multiple geographies includes – NDAs, SOWS, Data Privacy Agreements, Master Services Agreements, Change Request, Amendment to Change Request, Novation Agreements, Vendor contracts, sub-contracting agreements, Invoicing agreements, employment contracts, Flow down for vendors, Service level agreements and methodologies, Settlement Agreements, Automation contracts, Independent Individual Contractor Agreements, for different domains includes- Insurance, Manufacturing, Capital Market, Manufacturing etc.

Creating SOP for employee handbooks,

Worked on Escalation matrix for deal approval.

Worked collaboratively to update list of certifications as per compliance requirements.

Standardizing templates, document repositories, draft and update SOPs/Playbooks, screening of internal policies/ethics/practices

Redrafting internal policies and amendments

Actively participated in implantation/gap analysis for implementation of CLM tool.

Leading Head for Learning and Development team for Legal and Compliance enabling learning and skill enhancement including providing trainings, conducting meetings, expectation and goal settings, achieving higher performance and penetrating Artificial Intelligence in core learnings.

Effective communication on projects both internally and externally and ensuring no communication gap between stakeholders.

Cross-trained existing employees to maximize team agility and performance.

Collaborate with onshore local Attorneys for local jurisdictional matters.

Analyse legacy contracts to identify standard and non-standard languages and position, process documentation,

Negotiations and collaboration with multiple stakeholders across regions include- HR, Finance, Tax, Transition, Business, Commercial, BCDR, Info sec, Sales as well as other internal and external stakeholders.

Day to Day Advisory to for software developments, licensing, SLA methodologies, addressing cyber security issues, data protection laws and its compliances, ensuring industry specific standards are maintained in Info sec, IT, Security compliances, GDPR, HIPAA, adaptation to SCC module, advisory on any technology related transactions, IP Clauses, Termination Assistance, non-competence, workplace policies, work ethics etc.

**HCL Technologies Ltd., Noida**

**Manager Legal**

**[Period: 15th June 2022- 13 February 2023]**

Reviewing high volume of contracts related to IT service industry in various sectors includes BFSI, Healthcare, Telecom, Software etc.

Identifying gaps between existing process and new requirements, recommend mitigation strategies on client’s Governance Risk and compliance.

Efficient collaboration between multiple stakeholders for the entire risk assessment exercise, ensure data privacy controls are correctively deployed and GDPR monitoring.

Reviewing IT control frameworks, IT Audits, Cybersecurity measures, Regulatory Compliance, Data protection, Privacy, Vendor Risk management, Business Continuity measures, Policies, seamless operations between Sales and Delivery Teams.

Establishing process and administer receiving, tracking, reporting mechanism for resolving requests timely, executing day to day activities, approvals, follow ups, signatures, monitoring certifications requested by clients, quarterly business review,

Legal research in analysing regulatory and compliance issues and keeping up with the trend, working on escalations, conducting third party Risk Assessments/due diligence.

**AON Consulting Pvt. Ltd., Gurgaon**

**Manager Legal**

**[Period: 10th August 2020 – 14th June 2022]**

Worked on Commercial Contract review/drafting and negotiation on various contracts including – NDAs, Vendor Agreements, Services Agreement, Memorandum of understanding (MoU), Non-Reliance letters, Hold Harmless letter, Business Associate agreements, Employment agreements, Privacy Agreements, Policy drafting/Amendments.

Creating SOP for New Hire employee handbook, new process set up, Playbook creation.

Template Harmonization for new business for Ireland, day to day advisory to business/talent recruitment/people management/retention/Risk management/ Global Privacy team/ Compliance/Ethics etc.

Assisted in transition and complete set up of Compliance team including resource hiring, resource mapping, work transition, Monitoring work in baselining period.

Assisted in internal policy re-drafting for POSH (sexual harassment) remote working implementation.

Transaction monitoring, transaction filtering through understanding of entities under corporate banking division- sole trader, partnership, Limited company, PLC, LLP, Unincorporated bodies etc., understanding and monitoring local and federal laws and regulations, local payment process/practices of the countries which are serviced by AML operations, performed user acceptance, testing for KYC applications and KYC remediation projects, periodic reviews.

Sanction Screening, investigating alerts generated by monitoring system based on available information’s, name screening, customers on boarding as per defined standards, Identification of potentially suspicious transactions and gaps and raise potential issues to key stakeholders/Financial crime prevention team in timely manner, monitoring for Anti money laundering. Sanction screening/KYC process, Customer Due diligence and watch list/AML screening and mitigation risks for major markets in APAC, UK, US. Work with key partners to enhance the efficiency and effectiveness of existing surveillance methodology to ensure robust up to date revised parameters are implemented. Regular meetings with fellow reviews across regions to share learned and best practices.

Conducting Privacy Risk Assessments, Privacy risk and control framework, Data subject request management, Data Mapping, Vendor Assessment, privacy management. Supporting Cyber security, incidence response and escalations/record and tracking investigations and remediation.

**EXL Healthcare, Noida**

**Sr. Legal Counsel**

**[Period: 15th February 2018 – 8th August 2020]**

Manage/review/redline for Healthcare and Insurance domain for US/UK Jurisdictions for NDAs, RFPs, SOWs, Software agreements, Underwriting policy drafting, claims settlement mapping procedure with MSA, Healthcare policies, policy filing, re-drafting policies, HIPAA laws, Privacy agreements, Business Associate Agreements, Employment contracts, SLAs, Employment Safety and Security regulation reviews .

Liaison with operations to ensure smooth transition of work from client, identifying TAT, legal bill reviews, legal spend analysis, maintaining repository for renewal of contracts, trademark and patent post grant support.

Risk and obligation management on commercial contracts, worked on IP management for trademark and patent registration and collaborated with offshore attorneys, Legislation record for changes in laws and the implantation in ongoing contracts, Employment Regulatory analysis, Relevant findings to alleged violation of codes, laws and regulations relevant to Business for multiple jurisdictions.

Collaborating with internal stakeholders to get contract executed for channelising end to end contract management.

**Clairvolex, Gurgaon**

**IP Associate**

[Period: 16thJanuary 2017 – 8th February 2018]

Research work for Trademark registration process for multiple jurisdictions, scrutinizing existing trademarks and identify potential conflicts in the search.

Provide detailed report on trademark regulation updates for foreign jurisdictions.

Data base updation for relevant publications, legal records, filing trademark applications, maintaining successful records of trademark registrations across multiple geographies.

Meticulous Data Management and Mapping of Patent application, relevant documentation and deadlines, maintaining a repository and up to date record of all Patent filings, communications. Legal obligations, Deadline tracking for official notifications, mitigating risks by minimizing deadline miss,

Collaborated with onshore Trademark attorney for court dates.

**Mphasis Ltd., Pune**

**Sr. Process Associate**

**[Period: 10thJuly 2015 – 8th January 2017]**

Contract Abstraction/Review Financial contracts

Worked on Pilot projects/ standardizing templates/creating process documents and SOPs

Collaborating with client attorney to provide training on process updates and any process change for a team of 70 members, Training for new hires, upscaling existing team members, Single Point of Contact as Subject matter expert, Quality check and gap analysis, collaborated with offshore law firms, provide opinions to structuring and framework management to leadership.

Worked on ISDA contracts abstraction process, review annexures, schedules, events of default, termination events, credit support annexures, regulatory compliance.

**Naks And Partners, New Delhi**

**Associate**

**[Period: 10th August 2013 – 4th July 2015]**

Research, Drafting and redlining of commercial legal documents like- File Affidavits, Notices, Joinder, Re-joinder, Counter Notice, Memo, MOUs, Lease agreements etc.

Review/summarize, research notes to assist team for legal documentation. Provide weekly updates on case progress and status update to senior counsels.

Analyse/interpret statues and applicability of case citations.

Attending court proceedings for Civil/Criminal/Family courts.

**Skills:**

* Communication Skills
* Interpersonal Skills
* Team player
* Stakeholder Management
* Timely and accurate delivery
* Analytical & Logical Reasoning
* Legal Documentation/Operations
* Contract Management/ Drafting/Redlining/Negotiations/Vetting

**Certifications:**

* Generative Artificial Intelligence
* Project Management program
* Lean Six Sigma white belt
* Cyber Security CIG
* GDPR Compliance: Essential Training
* California Consumer Privacy Act (CCPA) Essential Training

**EDUCATIONAL QUALIFICATION:**

* B.COM, Brihan Maharashtra College of Commerce, Pune, 2007-10
* LL.B., ILS Law College, Pune, 2010-13
* Diploma in Intellectual Property Rights from Asian Law School of Cyber Law, Pune
* Diploma in International Business Law and Corporate Laws in India from Symbiosis College of Law.

**Academics Achievements:**

* Pune University topper in special contracts with highest number of grades.
* Pune University ranked 4th position in B. Com year 2010
* Pune University ranked 3rd position year 2011
* Pune University ranked 4thposition year 2012