**JITENDRA KUMAR SOLANKI**

+91 – 8879887817 / ADV.JSOLANKI@GMAIL.COM

**INTRODUCTION**

I am a BBA.LLB graduate with 5 years of E-discovery document review experience. While working as a lawyer, reviewing documents and managing review projects, I gained interest in legal tech. Currently, I am preparing for Relativity Certified Administrator, learning SQL and other technologies used in E-discovery domain. I believe as a document review attorney with the knowledge of data management and data relations using technology will give me new insights and ability to bring more solutions.

**ACADEMIC BACKGROUND**

* Certified Six Sigma White Belt
* BBA.LLB –6.67 CGPA – Faculty of Law, ICFAI University, Dehradun

**AREA OF EFFECTIVENESS**

* Document reviewing for responsiveness, privilege and/or confidentiality
* Issue coding along with other subjective criteria
* Communication surveillance, email and chat monitoring, identifying suspicious activity or policy infringement etc.
* Building key terms database and creating chronologies of events
* Custodian Summaries and deposition Summaries
* Other ad-hoc and issue-specific reviewing of the database
* Helping counsel and expert witnesses in establishing an evidential database
* Assist in trial and witness preparation
* Assist in searching document and highlighting key documents.
* Preparing review protocol and creating review workflow.
* Assist/train staff on subject matter, information security, best practices, review platform etc.
* Production preparation including preparing list of documents, privilege logs, applying redactions, etc.
* Contract review and abstraction

**PROFESSIONAL EXPREIENCE**

**EY, Global Delivery Services (Assistant Manager – Senior) June,2019 – March, 2020 Thomson Reuters - Pangea3 (On-contract to Assistant Manager) Feb, 2014 – May, 2019**

**Recent Highlights –**

* Worked majorly on projects which involve litigation/subpoena related to retail or consumer Banking industry, financial matters such as forex, cryptocurrency, mortgage back securities, trading manipulations, etc.
* Created chronology of events, communication analysis related to specific events or custodian analysis, created memos based on communication/custodian analysis with example documents, identified key communications using specific tools, metadata, subject matter experience, dataset analysis etc.
* Worked-on and trained-for contract abstraction projects.

**Business functions -**

* Manages and/or provide assistance to manager in project management including financial projections, effort estimates, communication with external stakeholder, construction of workflow, data analysis, staff management, leadership, ensure quality, deadlines and serve as a client lead in some cases.
* Design and execute quality checks and audits on projects, understand search syntax, contribute to project documentation and reference materials, participate in client calls including weekly updates to clients and daily updates to manager, contribute to document review process improvement, escalate red flags to clients, train and share learning with team members and serve as a point-of-contact for project team.
* Understanding the requirement and developing the initial guide lines of a project by extensive research on relevant legislation and market terms. Coordinating and calibrating the understanding with the counsel/client and internal hierarchy;
* Manages and oversee document investigation projects for fortune 500 companies and big law firms and responsible for the accuracy of quality, document investigation processes and techniques.
* Developing matter specific search-based strings, setting quality control standards and measuring quality; training the team members on key concepts and requirement of the project and ensuring timely update to mitigate risk; creating workflow, projections, MIS, Clients coordination throughout the projects; responsible for final checks and delivery of the project; certified trainer and interviewer.

**Internal Functions -**

* Coordination with other business functions and departments for various project related administrative tasks.
* Creating time-line, billings, coordinating for staff requirement, raising requests with other departments as and when required, follow-ups and closing the request.
* Handling multiple projects of diverse nature at a time.
* Departmental responsibilities and contributed to create internal process/workflows.

**Pammvi Group of Companies (Andheri, Mumbai) Aug, 2013 – Feb, 2013**

**Legal Adviser (Retainer-ship)**

* Case study on various textile matters
* Compliance work related to Ministry of Corporate Affairs, MCA21.
* Drafting various legal documents as required.

**Kapoorchand Solanki, Advocate (High Court, Mumbai) May, 2013 - Aug, 2013**

**Legal Assistant**

* Assist the advocate in civil cases.
* Drafting letters, notices, deeds and research work.
* Searched case laws in the matter of consumer protection and debt recovery etc.

**OTHER HIGHLIGHTS**

* Expertise in E-discovery software’s like Relativity, Xerox Litigation Solutions (Conduent) etc.,
* Also worked on Brainspace tool for research and investigation.
* Member of Associations of Certified Fraud Investigations (ACFE) and preparing for certification.
* Linguistics - English, Hindi, Marwari
* Software – Microsoft Word, Microsoft Power Point, Microsoft Excel, Outlook etc.
* Date of Birth: April 08, 1991.
* Current Residential Address: 201, Building no. 10, Shree Shaswat Complex, Mira road (E), Thane

**AWARDS AND RECOGNITIONS**

* Thomson Reuters LMS Q2, 2017 award
* Employee of the month for August, 2015

**TESTIMONIALS**

*“Jitendra’s understanding of the subject matter and expertise has outshined all expectations on this matter. The scope of the review was complex and focused on an aspect that was difficult to decipher. From team discussions to project update, keeping the team on the same page, was an essential task since the slightest change would result in a lot of inconsistencies and errors. However, workflow segregation, Jitendra made it simpler. The intricate work performed by him on the Advance Litigation Services demonstrate the level of knowledgeability and skills. To find a document that us a perfect fit is like finding a needle in a haystack. Jitendra’s proficiency in searching the dataset, whittled down the volume to a more manageable population. Raising right questions with the management team resulted in saving time and effort and shaped up the ALS review. Loads of research and tweaking the searches to get the apt results, sharing ideas and ways to better the process, guiding other team members are few of the many tasks handled seamlessly by Jitendra.”*

* **Rajeshwari Iyer, Manager, EY**

*“Jitendra, being just a Senior Associate has performed exemplary and more than his designation in the first quarter of 2018. He grasped the nuances of the project, managed assignments for more than 50 team members at a time, worked as a connecting bridge between Noida and Mumbai team, quickly moved from FLR to QC, worked on the substantive as well as privilege matters, assisted team with a full energy during extended hours, mentored his fellow colleagues, conducted trainings to refresh the subject matter for the team members, etc. Jitendra also took additional responsibility like preparing reports, maintaining trackers and providing additional support to project managers, focused on maintaining quality on the matter, effectively communicated with managers from Noida, as and when needed. He also played and important role in mentoring his peers and ensuring that they are up to the speed. In spite of heavy workflow and hectic schedules in the month of January and February, he contributed positively and successfully.”*

* **Bhakti Rasal, Manager, Thomson Reuters (Pangea3)**