

Nisha Shah

Senior Operations Analyst

Passionate and result driven professional with 5+ years of experience in Electronic Discovery. Seeking a challenging position in reputable organization to expand my learnings, knowledge, and skills while making a significant contribution to the success of the company.



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WORK EXPERIENCE

Senior Operations Analyst

EpiqSystems India Pvt Ltd

09/2023 - Present

Job Profile

- Identification, collection, processing and hosting data are the main parts of my current role.
- Working with tools like NUIX, Relativity, RelOne, Epiq Discovery, AWS, FileZilla, FTK and various other internal tools, etc.
- OJT for new joiner from entire APAC team on different workflows/concepts, different e-discovery applications, clarifying doubts etc.
- Handling APAC PMs with multiple queries.
- Point of Contact from the onshore team regarding any sort of update.
- Handling queue and prioritizing multiple projects with short deadlines.

Operations Analyst

EpiqSystems India Pvt Ltd

02/2022 - 08/2023

Job Profile

- Identification, collection, processing and hosting data are the main parts of my current role.
- Working with tools like DMX, NUIX, Relativity, Epiq Discovery, AWS, FTK and various other internal tools, etc.

Analyst, Data Operations

Consilio LLC

04/2021 - 02/2022

Job Profile

- Generate analysis and status reports from SQL databases. Working with tools NUIX, Encase, VeraCrypt, Relativity, AMR, FTK etc.
- Train other team members and new joiners on e-discovery applications, concepts and workflows.
- Prioritize multiple projects with similar deadlines.
- Data mining to generate project reports.

Associate Consultant

Harman Connected Services [Consilio LLC]

08/2018 - 03/2021

Job Profile

- Analyze and format appropriate data from historical and active structured data sources through a variety of different tools and programs in support of the legal department.
- Generate analysis and status reports from SQL databases. Working with tools NUIX, Encase, VeraCrypt, Relativity, AMR, FTK etc.
- Prioritize multiple projects with similar deadlines.

SKILLS

Microsoft Office

Basic SQL

NUIX

Relativity

Quick Learner

Teamwork and Task prioritization

Decision Making

Leadership

Time Management

EDUCATION

BTech in Electronics and Communication Engineering with 8.84 DGPA

Surendra Institute of Engineering and Management, Siliguri

08/2013 - 06/2017

LANGUAGES

English

Full Professional Proficiency

Hindi

Limited Working Proficiency

Nepali

Limited Working Proficiency

INTERESTS

Travel

Adventure Activities

Dance

Cooking

Listening Music