Yashashri Pahade

Date of birth: 30/06/1996 | **Nationality:** Indian | **Gender:** Female | **Phone number:** (+49) 1742585960 (Mobile) |

Email address: yashashri1230@gmail.com | **LinkedIn:** www.linkedin.com/in/yashashri-pahade |

Address: 151, Potsdamer Straße, 10783, Berlin, Germany (Home)

ABOUT ME

Experienced eDiscovery professional with 5 years of hands-on experience in managing eDiscovery processes. Skilled in utilising industry-standard tools and methodologies to identify, preserve, collect, process, and produce electronically stored information (ESI) for litigation, investigations, and audits.Demonstrated ability to manage multiple projects, prioritise tasks, and meet tight deadlines while ensuring the accuracy and completeness of the data. Strong technical knowledge of eDiscovery workflows and best practices combined with excellent communication and interpersonal skills.

WORK EXPERIENCE

30/08/2021 – CURRENT Pune, India
SENIOR EDISCOVERY ANALYST DEUTSCHE BANK

● Spearheading the processes that involve Identification, Collection and Preservation of data using internal tools
that include, Messaging (Email, IM, Bloomberg, etc.), Voice, Business Transactional and Unstructured (logs, end user devices, file shares, etc.) data.
● Delivering collected data correctly and completely, maintaining compliance with local and global data privacy
regulations and laws
● Working on data decryption with different internal tools and delivering the correct data further to the processing stage.
● Performing Operation Acceptance Testing and User Acceptance Testing for DB's internal tools.
● Anticipating, understanding, and proactively addressing queries related to fulfilling requests across various
data sources in support of litigation.
● Conducting training for and mentoring new joiners for Identification, Collection, Preservation, and Decryption.
● Performing Sharepoint tasks such as creating web pages, managing and troubleshooting users' access rights.
● Supporting the delegation, prioritization, and movement of deliverables in the eDiscovery collections queue
● Oversee project execution, including scoping, implementation, results measurement, and maintaining organized updates and detailed project documentation
● Working independently as well as in a team oriented environment while accepting and learning from feedback.
● Performing tasks with effective time management with clear communication with Client services and external
teams regarding requests while maintaining the highest quality pass rate.

24/09/2018 – 30/07/2021 Pune, India
EDISCOVERY ANALYST EPIQ GLOBAL INC.

● Led the processing, culling, searching, and producing documents with custom NUIX requests like keyword
searching, manual date filtering, decryption, timezone remediation, and custodian updates while working closely with Client Services and external teams.
● Contributed to processing data from NUIX and loading it into Relativity with appropriate quality checks along
with overview of Relativity for imaging, text generation.
● Worked on Relativity tasks such as loading of data, imaging data in Relativity, Direct loads, extracting metadata, text and images from documents and converting them into a standardized format, running Indexes,
etc.

- Conducted training across the organization and for Client Services for NUIX, Relativity, datecull, keyword searching etc.
- Processed and troubleshot at scale involving terabytes of data.
- Worked closely with a range of tools such as LAW Prediscovery for tiffing (imaging of documents), IPRO Tool
for OCRing documents.

EDUCATION AND TRAINING

01/08/2014 – 30/05/2018 Nagpur, India
BACHELOR'S DEGREE Computer Science Engineering

LANGUAGE SKILLS

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

M365 eDiscovery | AML Tools | Relativity | NUIX | LAW Prediscovery | IPRO | MS Office | EDRM | Identification | Collection | Preservation | SharePoint Online/O365 | SQL QUERIES

ADDITIONAL INFORMATION

ORGANISATIONAL SKILLS

Achievements ● Spotted inconsistencies in a release; tested, documented and fixed it that saved an entire release cycle worth
of dysfunction - got recognition from the Vice President of the Deutsche Bank for it.
- Set up a centralized tracker for inter-team communication that saved the Deutsche Bank hours of meetings.
- Appreciated by senior management regarding hard-work and curious learning attitude, also appreciated by
team leads for support towards the queue.
- Revamped documentation for Group Share process at Deutsche Bank - got recognition from the Assistant
Vice President for it .
- Got awarded Employee of the Month twice at team and department level at Epiq Global Inc.
- Successfully executed the newly created E2E express queue in less than expected time and got appreciated by
the clients for the same at Epiq Global Inc.
- Appreciated for the highest amount of tasks performed while maintaining highest levels of quality ample of
times

COMMUNICATION AND INTERPERSONAL SKILLS

Non Verbal and Written Communication Experience in Communicating with internal and external Clients, cross functional teams on day - to - day basis
Conducting training for new joiners and helping colleagues with day to day queries and tasks
Effective business writing skills and ability to communicate effectively via written communication