AVANTIKA SHARMA
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PROFESSIONAL SUMMARY

LL.B. graduate with specialized training in U.S. Contract Drafting, Paralegal Studies, and Commercial Agreements. Skilled in legal research, contract review, compliance analysis, legal documentation, and drafting NDAs, SaaS Agreements, MSAs, SOWs, employment contracts, and service agreements. Familiar with CISG, HIPAA, GDPR/CCPA, AML/KYC, and corporate compliance frameworks. Proficient in legal drafting tools, document management, and cross-functional coordination. Detail-oriented professional with strong analytical, communication, and organizational abilities seeking opportunities in legal operations, contract management, compliance, and paralegal support.

CORE COMPETENCIES

Key Skills - Contract Drafting & Review; Commercial Agreements; Legal Research & Analysis; Regulatory Compliance; Due Diligence Support; Legal Documentation; Contract Negotiation; Legal Writing & Memoranda; Risk Assessment & Mitigation; SaaS & Technology Contracts; HIPAA / GDPR / CISG Compliance; Legal Operations & Administration; Litigation Support; Document Management; Policy Review & Compliance Monitoring; Cross-functional Coordination.

Technical Skills - Manupatra, SCC Online, Familiarity with Westlaw & LexisNexis; MS Word (Track Changes, Formatting), MS Excel, PDF Tools, Document Version Control; Google Workspace; Microsoft Teams; Zoom.

LEGAL PROJECT EXPERIENCE

LawSikho – U.S. Contract Drafting & Paralegal Studies - Diploma in Advanced Contract Drafting, Negotiation & Dispute Resolution | 2026

- Drafted and reviewed NDAs, SaaS Agreements, Service Agreements, Employment Contracts, MSAs, SOWs, Independent Contractor Agreements, and MoUs.
- Conducted legal research, statutory analysis, case law review, and compliance assessments related to CISG, HIPAA, GDPR/CCPA, and AML/KYC frameworks.
- Prepared legal summaries, contract review reports, legal memoranda, and due diligence documentation.
- Assisted in identifying contractual risks, red-flag clauses, and compliance gaps during contract review exercises.
- Gained exposure to contract negotiation principles, legal operations workflows, and dispute resolution frameworks.
- Developed understanding of corporate governance, commercial transactions, and regulatory research.

PROFESSIONAL EXPERIENCE

Primary Teacher - C.N.M School & N.D. Parekh Pre-Primary School | June 2009 – December 2016

- Managed confidential records and documentation processes with strong attention to accuracy and compliance standards.
- Coordinated academic planning, stakeholder communication, and administrative workflows requiring organization and time management.
- Developed strong analytical, communication, and documentation skills transferable to legal operations and compliance functions.

Online Educator - The Class of One (Online School) | June 2022 – March 2023

- Managed digital documentation, remote coordination, and data-driven assessments in a structured virtual environment.
- Strengthened organizational, process-management, and cross-functional communication skills.
- Utilized digital collaboration tools while maintaining confidentiality and documentation accuracy.

Primary Teacher - Parle Tilak Vidyalaya ICSE School | June 2023 – March 2024

- Maintained structured documentation and reporting processes supporting operational efficiency.
- Collaborated with teams on planning, coordination, and communication initiatives requiring detail-oriented execution.
- Enhanced drafting, record management, and stakeholder coordination capabilities relevant to legal administrative support roles.

CERTIFICATIONS

- U.S. Contract Drafting & Paralegal Studies – LawSikho (2026)
- Diploma in Advanced Contract Drafting, Negotiation & Dispute Resolution – LawSikho (2026)

EDUCATION

- LL.B. – Swami Ramanand Teerth Marathwada University | 2021
- M.A. (Education) – University of Mumbai
- B.Ed – University of Mumbai
- B.Com – University of Mumbai
