

Arbaaz Pathan

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A self-motivated and dedicated IT professional, with a keen interest in automating day-to-day tasks through the use of information technology. I seek an opportunity to work at a technology centric organization to hone my skills, broaden my perspectives and also leverage my analytical ability and creative thinking to create lasting value for the organization.

EDUCATION

SAVITRIBAI PHULE PUNE UNIVERSITY

BACHELOR OF LAW [LL.B]

PUNE, MH

Graduation Year - Apr 2024

SAVITRIBAI PHULE PUNE UNIVERSITY

BACHELOR OF BUSINESS ADMINISTRATION [BBA]

PUNE, MH

Graduation Year - Apr 2021

WORK EXPERIENCE

EPIQ

LEGAL ASSOCIATE

REMOTE

Jun 2024-Dec 2024

- Collaborated with legal teams to provide insights and identify key information during document reviews.
- Maintained high level of attention to detail, contributing to the accuracy and integrity of the reviewed documents.
- Undertaking breach document review and understanding relevant concepts and processes.
- Ensure successful delivery of tasks/projects.
- First-line review for relevancy and privilege on document review projects for high-profile clients and complex cases.
- Worked on Legal Technology platforms used for eDiscovery, Contract Lifecycle Management, Compliance, Legal Research and Cyber Incident Reviews and code PII (Personally Identifiable Information) and PHI (Personal Health Information) documents for breach review service on Relativity, Canopy tools.

DWF

LEGAL INTERN

PUNE, MH

Dec 2023 - Mar 2024

- Collaborated with legal teams to provide insights and identify key information during document reviews.
- Maintained high level of attention to detail, contributing to the accuracy and integrity of the reviewed documents.
- Undertaking breach document review and understanding relevant concepts and processes.
- Ensure successful delivery of tasks/projects.
- First-line review for relevancy and privilege on document review projects for high-profile clients and complex cases.
- Worked on Cyber Projects, review and code PII (Personally Identifiable Information) and PHI (Personal Health Information) documents for breach review service on Relativity, Canopy tools.

BNY MELLON

Analyst

REMOTE

Nov 2021 - Apr 2022

- My role included client processing data analysis and involvement in an enterprise-wide strategic business project.
- Responsible for performing mandatory and voluntary corporate action- related custody and accounting processing requirements such as dividend payments, bond redemption.
- Responsible for reviewing cash reconciliations, security and suspense transactions review adhering to established quality control measures and procedures.

As an analyst,

Also responsible for managing and controlling high levels of risk and liability inherent in the various functions and for reconciliation activities, client reporting and proration on transactions.

Balances entitlements and processes liability notices, dividend and interest payments, and class action suits.

Determines impact of events and disseminates information regarding event to investors and client accounts.