

Harshita Mohan  
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## SUMMARY

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Professional having 6 years of experience with a demonstrated skill set in business optimization through contract management, performance management, revenue assurance compliances, project management, IT product quality assurance, vendor management, pricing strategy, customer service, research and advisory. Other skills include financial analysis, investment portfolio creation, due diligence.

## EDUCATION

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**University of Exeter** **Exeter, United Kingdom**  
*Master of Science in Finance and Investment*  
(Awarded Indian Global Leaders Scholarship) Graduated in 2025

**Amity University** **Noida, India**  
*Bachelor of Commerce and Law – Honors*  
(Specialization in Business, Accounting and Corporate Law) Graduated in 2018

## WORK EXPERIENCE

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**EIH Limited (The Oberoi Group)** **New Delhi, India**  
*Deputy Manager, Legal Affairs – Corporate Office* April 2024 – August 2024

- Successfully drafted, vetted and negotiated service agreements to improve operational efficiency and to create binding obligations
- Ensured compliance with the applicable laws, thus managing risk exposure

**Thomson Reuters India Private Limited** **Bangalore, India**  
*Legal Counsel, India & MENA [Thomson Reuters]* July 2023 – March 2024

- Successfully reviewed and negotiated agreements (i.e., NDAs, terms and conditions for regions India, MENA, Japan, Singapore, Australia, UK, USA) resulting in creating legally binding obligations
- Successfully reviewed government RFPs to understand and comply with requirements for successful awardation
- Provided strategic advisory on commercial and legal risks to manage risk exposure
- Presented best practices to other business units during sales negotiations, company events and conferences
- Assisted in projects for creation of company playbooks and guidelines on legal matters to improve efficiency and quality

**Gartner India Research Advisory Services Private Limited** **Gurgaon, India**  
*Specialist, Contract Review, Research and Advisory [Gartner]* August 2020 – June 2023

- Successfully reviewed and provided strategic advisory on vendor contracts (including pricing proposal/ documents like order form, invoices, purchase orders, tenders, RFPs, RFQs) of value \$100000 and above, included pricing analysis and terms and conditions for regions North America, EMEA, APAC, ANZ
- Recommended near and long-term solutions for business problems to improve operational efficiency
- Managed data management projects for software and peer work to improve quality
- Knowledge management, including developing standard operating procedures resulting in reduction of errors

**SirionLabs Private Limited** **Gurgaon, India**  
*Associate, Contract Management, Customer Success [Sirion]* September 2018 – August 2020

- Managed projects for automation testing, quality assurance of peer work and product for process improvement
- Developed playbook guidelines and sensitized knowledge trainings to peers resulting in quality improvement
- Successfully managed contracts - obligation extraction, tree creation, metadata extraction, redlining, contract template drafting for clients, including Vodafone, Unilever, Credit Suisse, BNY Mellon
- Conducted gap analysis to reduce errors
- Advised clients on their queries in order to achieve client satisfaction

**Internships** - Completed 12 internships during bachelor's degree at law firms/legal departments. Work experience include research, advisory, due diligence, critical analysis of sale and purchase agreement, project on real estate investment trusts, research paper on insolvency and bankruptcy, witnessed tax dispute resolution.

## **SKILLS, ACTIVITIES & INTERESTS**

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**Languages:** Full professional proficiency in English and Hindi; Elementary proficiency in French

**Skills:** Problem solving, attention to detail, analytical thinking, negotiations, communication, time management, adaptability, research, advisory, knowledge management, project management, team management, data analysis, financial modelling, Python (basics), Stata.

**Certifications & Training:**

- Completed Coursera Guided Projects on (1) Discounted Cash Flow Modelling, (2) Investment Risk Management and (3) Business Analysis & Process Management.
- Online Diploma in Advanced Entrepreneurship Management and Corporate Laws from Gujarat National Law University
- Completed online certificate course on intellectual property rights and competition law from FICCI
- Completed procurement courses from Rutgers University through Coursera

**Activities:**

- Practiced simulation exercises on AmplifyMe – Asset Management and Investment Banking
- Pursued stock pitch workshop series and competition – ExSIF, University of Exeter.
- Participated in Gartner CSR activities
- Managed Thomson Reuters Legal Pro Bono team
- Attended Amity military training camp
- Member of the winning team at Sirion's women cricket league
- Participated in CMR international moot court competition
- Member of Amity Law School Noida peer review research committee for National Seminar on Commercial Surrogacy
- Volunteered for court management in Amity International Moot Court
- Attended and presented research paper during National Seminar on Real Estate Laws at ITM Gurgaon India

**Interests:** Equity trading, managing personal finances, yoga