

Nabanita Manna

Profession: Legal Intern

Kolkata, WB, 700061

8210275979

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Knowledgeable Law graduate with solid understanding of litigation documentation, client relationship building and court procedures. Eager to support legal team with research, documentation and investigative skills.

Effective law graduate offering well - versed in drafting legal documents, conducting comprehensive research and supporting attorneys throughout all phases and Type procedures.

Reliable employee seeking Job Title position. Offering excellent communication and good judgment. Hardworking and passionate job seeker with strong organizational skills eager to secure entry - level Job Title position. Ready to help the team achieve company goals.

SKILLS

Through the legal internships that I have done, I was lucky enough to be a part of many such cases which helped me to gain practical knowledge, experiences and acquire the skills given as below;

- Legal documentation
- Document preparation
- Appointment Scheduling
- Telephone etiquette
- Contract Review
- Database Management
- Legal Research
- Legal Drafting
- Patent Law
- Customer Service
- Problem Solving
- RTI
- Legal consultation
- Creative Writing
- Interpersonal skills
- Time Management

WORK HISTORY

MK Associates

01/01/2021 - 30/06/2022

Legal Intern, Kolkata, West Bengal

- Interviewed and communicated with clients via phone or email.
- Drafted, received and tracked due diligence checklists.
- Assisted in developing processes to expedite legal procedures.
- Reviewed legal information and proofed documentation for errors.
- Communicated pertinent information to clients via phone and email.
- Drafted Legal Petitions on Land Reforms and Tenancy Tribunal.
- Drafted Legal Petitions on Central and State Administrative Tribunal.
- Did legal Research on relevant case laws and judgements.
- Drafted Bail Petitions.
- Dealt with cases related to Domestic Violence and NDPS.
- Worked on Suits and Injunctions.

Fastinfo Legal Consultancy

09/07/2022 – 08/08/2022

Legal Consultant

- Drafted and filed RTI and First Appeal.
- Guided the client about RTI procedure.
- Resolved the queries related to the cases and communicated pertinent information to clients via phone and email.
- Reviewed legal information and documentation for any errors.
- Drafted Cyber Complaints.
- Drafted Consumer Complaints.

Latham and Watkins

August 2022

Intellectual Property Litigation Virtual Experience Programme

- Completed Practical Task Module.
- Acquired practical knowledge about patent drafting and other technicalities related to patent.
- Learned about the Patent Technicalities.

- Worked on Projects related to Patent Infringement.
- Worked on Department and Independent Claims.
- Learned about Patent Specification.

Ministry of Law and Justice

01/09/2022 – 30/09/2022

Legal Intern

- Did legal research of the case related to NDPS Act 1985, GST Act 2017, BSF Act 1986, CISF Act 1986.
- Legal opinion on sexual harassment of women at workplace case.
- Drafted Defence arguments related to Transfer of government servant cases, TET 2014 exam cases.
- Legal research on Prevention of Corruption Act 1989, Prevention of Money Laundering Act 2002.
- Legal vetting of petitions and briefs.

EDUCATION

Higher Secondary Education (Humanities):

Army Public School - Ranchi - (2015-2017)

Percentage Obtained- 70.2%

Graduation:

BA LLB: **Kolkata Police Law Institute** - Bodyguard lines, Alipore, Kolkata – (2017-2022)

Percentage Obtained- 73%

CERTIFICATION

- Workshop on Juvenile Justice (Care and Protection of Children) Act 2015
- IP Awareness/Training Programme.
- Online Patent Drafting (NPTL) IIT Madras

25 July 2022 - 25 September 2022

- Inventions that are patentable.
- Patentability search, prior art search.
- Claims: independent claim, dependent claims.
- Abstract, patent specification.

LANGUAGE

English- ●●●●●

Hindi- ●●●●●

Bengali- ●●●○○

SOFTWARE

Microsoft Office- ●●●●●

Microsoft Word- ●●●●●

Microsoft Excel- ●●●○○

ACCOMPLISHMENTS

- Legal Drafting
- Legal research.
- Intellectual Property Law Knowledge
- Work Management