

# RIYA SINGH

+91 70034 27053; [riya.singh050999@gmail.com](mailto:riya.singh050999@gmail.com) ;  
<http://www.linkedin.com/in/riya-singh99>

## EDUCATION

- Jogesh Chandra Chaudhuri Law College, **B.A. LL.B.** 2017-2022
  - Aggregate of 10 semesters – 72.6 %
- St. Paul’s Boarding and Day School, Kolkata 2015-2017
  - Higher Senior Secondary (Class XII); affiliated to the ISC Board.
  - Stream: Humanities
  - Percentage: 89%
- M.P. Birla Foundation Higher Secondary School, Kolkata 2003-2015
  - Senior Secondary (Class X); affiliated to the ICSE Board.
  - Stream: Computer Science
  - Percentage: 83%

## WORK EXPERIENCE

- **Associate at Biswajit Sarkar, Advocates – IP Attorneys** July, 2022 – Present
  - Trade mark search and filing of trademark applications
  - Drafting responses to examination reports and attending show cause hearing
  - Notice of Opposition, Counter Statements and Rectification Petition
  - Drafting of Evidence under Rule 45, 46 and 47 of the Trade Marks Act, 1999
  - Drafting of Legal Notices and Cease and Desist Letters
  - Drafted trademark assignment deed and no litigation affidavit
  - Filing of NOC for Copyright Registration
  - Replying to examination reports for NOC application
  - Filing Copyright applications for various kinds of work
  - Drafting responses to discrepancy letters for copyright application
  - Filing the application for design registration
- Assisted in developing an IP Management software for the firm.
- Managing the firm’s social media

## Internship Experience

- **Legal Trainee at Biswajit Sarkar, Advocates – IP Attorneys** April, 2022 – June, 2022
  - Conducted trade mark search and drafted legal opinion
  - Filing of trade mark applications
  - Drafted responses to objections under section 9 and section 11
  - Filed TM-C, TM-P, TM-M, TM-R, and various forms
  - Copyright Application, Form XIV and Statement of Particulars
- Researched on Various topics relating to Intellectual Property Rights and wrote blogs
- Acted as a liaison between clients and seniors
  
- **Intern at Calcutta High Court** February 2020
  - Prepared case briefs and case summaries
  - Researched on judgments
  - Attended court proceedings

## CO-CURRICULAR

- **Course titled ‘Diploma in Intellectual Property, Media & Entertainment Laws’ by LawSikho** May, 2022 – Present
  - Drafted Agreement for exploitation of Satellite Rights
  - Endorsement and Artist Agreements
  - Agreement for In-Film Integration
  - Agreement of exploitation of Rights in Audio-Visual Content
  
- **Course titled ‘Diploma in US Intellectual Property Law and Paralegal Studies’ by LawSikho** Jan - July 2022
  - Filing of trademark application in the UK and US
  - Drafted response to Office Actions and Cease and Desist Notices
  - Drafted Oppositions, Revocation, and Invalidation Notices
  - Drafted DMCA Notice and UDRP Complaint
  - Prepared Confidentiality Agreement, Software Development Agreement, and IP Transfer Agreements
  - Conducted Patent Search and Drafting of Patent Application in the US

## HOBBIES

- Dancing, Arts and Crafts