

# BIDISHA BHOWMICK



LEGAL ASSOCIATE

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## WORK EXPERIENCE

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### Senior Executive- Legal Associates

Arkca Corporate Solutions Private Limited

08/2022 - 07/2023

- Handling various types of certifications works, like Legal Metrology Packaged Commodity Certificate, Extended Producer Responsibility Registration for Plastic Waste Management, Battery Waste Management, E-Waste Management etc.
- Collected data for applying certificate, prepared file for application, filing in government portal and provide the certificate to client.
- Analyse, draft, negotiate, finalize, and oversee the approval process for all commercial certificate.
- Published blog content about various types of commercial certificate.
- Used CRM software, developed new marketing strategies and built relationships with client to increase client satisfaction.

### Legal Advisor

Benchmark Professional Services Pvt Ltd

02/2021 - 06/2022

- Vetting the document.
- Handling various types of work related to Intellectual Property Rights, i.e, trademark, copyright.
- Prepared trademark registration applications, statements of use, extension requests, affidavits of use, renewal applications, notices of opposition, cancellation petitions, and other papers.
- Drafted various types of Agreement, Deed, Contract, Legal Notice etc.
- Done various types of registration related to Society, Trust, Property and also prepare the documentation.
- Handling various types of NCLT works, i.e, Marger, Strike off.

### Advocate

Barrackpore Sub-Divisional Court

01/2018 - 01/2021

- Represented clients in courts and provided professional legal advice and recommendations to them.
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## PERSONAL PROFILE

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As a highly motivated and detail-oriented Legal Associate, With 6 years of experience in representing clients across diverse legal areas. With a strong academic background and hands-on experience, I have contributed significantly to successful case outcomes and provided valuable support to legal teams. My best qualities include meticulous research abilities, exceptional organizational skills, and a strong commitment to upholding the highest ethical standards.

## SKILLS

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Legal Research

Case Management

Drafting and Documentation

Client Communication

Courtroom Procedures

Legal Analysis

Contract Review

Time Management

Criminal and civil litigation

Document review

Corporate Law

Client Relationship Management

Attention to details

Communication Skills

Microsoft Office

Team leadership

Advised executive regarding legal rights, oppotunities and obligations.

- Conducted research and analysis to find relevant information, including highly confidential legal documents,
- Review the document.
- Managed all aspects of litigation support including preparation for the filing of the lawsuit, pleadings, discovery, case management, and trial preparation.

## Junior Advocate

Calcutta High Court

03/2019 - 12/2019

- Giving formal and informal legal advice to both clients and colleagues alike.
- Explaining the law clearly to clients.
- Predicting the possible outcome of a trial.
- Negotiating with other lawyers.
- Drafted several bail and anticipatory bail.
- Reviewing legal arguments with professional colleagues.

## Legal Assistant Intern

Barrackpore Sub-Divisional Court

11/2014 - 12/2017

- Undertaking research into points of law.
- Drawing up paperwork to finalize a divorce.
- Putting together evidence that can be presented in court.
- Responsible for taking instructions from clients and then advising them accordingly on their legal options.

## CERTIFICATIONS & ACHIEVEMENT

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- Passed **All India Bar Council Examination** in 2018, Enrolled as an Advocate under Bar Council of West Bengal.
- **Trademark attorney Registration** in 2022 under Govt of India.
- Attend Law seminars.
- Attend Various Moot Court Competition.
- Prepared Dissertation.

## IT SKILLS

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- MS Office ( MS WORD, MS EXCEL)
- E-Discovery

## EDUCATION

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**LLM In Business Law,**  
**Haldia Law Collage, Vidyasagar University**

08/2018 - 12/2020

**B.A.LL.B (Hons) ,**  
**S.K.Acharya Institute of Law, Kalyani Uni-**  
**versity**

07/2012 - 06/2017

## LINKS

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<https://www.linkedin.com/in/adv-bidisha-bhowmick-14a04a>