

# SAMPOORNA SAHA

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**IPR | Copyright | Trademark | Corporate Law | Banking Matters | Contract Drafting, Affidavit and Agreement | Content Writing | Proofreading | Research Work | MS Word | MS PowerPoint | MS Excel**

- Identifying and making suggestions for improvements whenever problems/opportunities arise.
- Handle, manipulate and analyze information from various sources responsibly.
- Coordinating with other departments and clients and ensuring all the documents and information provided are up-to-date.
- Ability to give and receive feedbacks from clients, seniors and peers.
- Preparing custom presentations to meet the needs of the department and provide an intensive brief of the research on the assigned topic.
- Strong collaboration skills and ability to manage multiple tasks at once.
- Ability to get familiar with new tools and technologies that could improve the final quality of the results of the projects.
- Strong oral and written communication skills and advanced editorial capabilities.
- Good multi-channel editorial capabilities – web, mobile, and print.
- Communicate confidently in a clear, concise and articulate manner.
- Ability to work as part of a team and multitask on work assignments.
- Positive attitude and presence, ability to interact with senior professionals and deal with conflict in a mature and professional manner.

## **WORK EXPERIENCE-**

### **Legal Executive - Biswajit Sarkar Advocates – IP Attorneys law firm (June 2023- present)**

- Making Trade Mark Search Report,
- Drafting Replies to Examination Report,
- Drafting User affidavit and Power of Attorney,
- Drafted Non-Disclosure Agreement, Employment Agreement, Internship Agreement and policies and other Agreements,
- Doing Trade Mark filing and Copyright Filing, filing TM-P
- Drafting Notice of Opposition
- Drafting Counter Statement, researched on the grounds available for replying to the opposition
- Drafting Evidence,
- Prepared List of Dates,
- Assisted Senior during opposition hearings,
- Making PowerPoint Presentations and writing articles on various IPR related Topics,
- Intensive research on IPR related topics,
- Successfully handling International and National clients,
- Handling the Social media accounts,
- Handling matters of the USPTO.

### **Legal Intern - Chamber of Senior Advocate Ranajit Chowdhury, Calcutta High Court (April 2023-June 2023)**

- Drafting Affidavit
- Prepared list of dates

- Did intensive research on case laws
- Assisted in matters of Company law, Banking Law, SARFAEASI ACT, Debts recovery.

#### Legal Intern - Vedant Fashions Limited, Manyavar/Mohey (November 2022- January 2023)

- Drafted Non- Disclosure Agreements, Service Agreements, Lease and License Agreements, prepared drafts for filing E-Waste Management.
- Intensive research work on various topics as assigned by the team.
- Worked with Clearing and Forwarding Agents and Agencies.
- Reviewing policies of the company.
- Creating Power Point Presentation.
- Proofread Documents and Agreements.

#### Legal Intern - MSGM FIAT JUSTITIA LLP, Kanpur, Uttar Pradesh (January 2022- April 2022)

- Worked on matters related to IPR, Trademark, furthermore made;
- Search Reports on matters related to Trademark
- Examination replies on matters related to Trademark
- Communicated with clients.
- Drafted Legal notices

#### Legal Intern Under, Dr. Pradeep Rai, Senior Advocate, Supreme Court of India, Supreme Court, Bar Association (February 2022).

- Research work on topics assigned
- Proofreading documents

#### Legal Intern - Durgapur Sub-Divisional Court, Durgapur (Oct 2021 – May 2022)

- Researching on civil matters Drafting Affidavit, Agreement or Contract.
- Communicated with clients directly.

#### Campus Ambassador at Jus Corpus, Virtual (Aug 2020 - Oct 2020)

#### Content Writing at Lawyergenics, Virtual (Jul 2020 - Oct 2020)

Research, Develop content on various topics, Edit and proofread articles before publishing.

### **QUALIFICATIONS**

- **Graduated with B.A. LL.B, from University Of Calcutta**  
SurendraNath Law College, CGPA- 8.0  
(2018 – 2023)
- **Completed a 3 months certification course on Mediation by E-Mediation Writings.**
- **Attended Bootcamp on Contract Drafting**

## **ADDITIONAL DETAILS,**

- **Mediation Volunteer**
- **In-charge of the Literary Arts Club.**
- **Head Organizer of a National Moot Court Competition.**
  - Moderator of college events
  - Moderator of EMW classes.

## **ACHIEVEMENTS**

- Won the Protik Prokash Banerjee Moot court Competition
- Won the best speaker award in the Protik Prokash Banerjee Moot court Competition.
- Became the intern of the month for Jus Corpus.
- Won several debate Competitions