



# SUNAYANA NATH

Kolkata, India 700135

## PROFESSIONAL SUMMARY

Hardworking, Organized, Detail-Oriented passionate Intellectual Property Laws enthusiast, also having major interest in Contract law, Media and Entertainment law, Copyright, Trademark, licensing agreement with skills in research, drafting legal documents and management. Pro-active in undertaking pursuits beyond the academic sphere while demonstrating academic excellence. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Dedicated professional with history of meeting goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

## CONTACT

PHONE:

+91 9707973015 |9330554656

WEBSITE:

[linkedin.com/in/sunayana-nath-025a4119](https://www.linkedin.com/in/sunayana-nath-025a4119)

EMAIL:

[nathsunayana01@gmail.com](mailto:nathsunayana01@gmail.com)

## EDUCATION

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### **LL.M. (Business Law)**

2021 – 2022

**Amity University**

Kolkata, India

### **LL.B.**

2016 -2019

**Ak.Chanda Law College Affiliated To Assam University**

Silchar, Assam, India

### **B.COM(Business Management)**

2013 – 2016

**G.C College Affiliated To Assam University**

Silchar, Assam, India

### **Class XII**

2010 – 2013

**Jawahar Novodaya Vidyalaya (CBSE)**

Hailakandi Assam, India

### **Class X**

2010

**Jawahar Novodaya Vidyalaya (CBSE)**

Hailakandi Assam, India

## WORK EXPERIENCE

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### **TRADEMARK ATTORNEY TEAM SPECIALIST**

**Brand Institute**

SEP 2021 – PRESENT

Head office : Florida, Branch office at Mumbai India

Conducting detailed and strategic Trademark search, preparing search report, CriticalRisk Analysis of search reports, performing a wide range of trademark screening, Team training, Team management etc. and maintained courteous and effective workingrelationships. Actively listened to customers' requests, confirming full understanding before addressing concerns. Brand name confirming, legal advice. Improved operations through consistent hard work and dedication.

## CORE SKILLS

- Client Service
- Legal Documentation, Copyright agreements, contract and licensing agreements
- Trademark Search , Filing and Support
- Leading Legal Office Operations
- Leadership & Teamwork,
- Good Communication & Presentation skills
- Organization and Time Management
- Technology friendly
- Easy to adjust and adapt
- Motivated to learn, grow and excel.

## LANGUAGES

English

Hindi

Bengali

## SENIOR ADV.GAUTAM GHOSH AT BARASAT JUDGES COURT, JUNIOR LEGAL ASSISTANT

FEB 2020 – AUG 2021

Assisted Counsel: preparing motion trials and attend the court proceeding Accompanied senior to client meetings to acquire understanding of case history Analyze various appeals and conducted research for fact checks.

Drafted legal documents like contract, rent agreement, affidavits, maintenance petition, divorce petition, complaint, notices and case proceedings as requested appeared for hearing, prepared report, and maintained dates Drafted correspondence for Senior PA approval, aiding timely response to client communications. Understanding of legal language and interpretation.

## BISWAJIT SARKAR - IP ATTORNEYS - LEGAL INTERN

OCT 2019 – JAN 2020

Intellectual Property Rights specialized firm extended service of filling trademark application, gather some idea on patent, copyright and GI National and International Level, provide expertise legal advice on IP matters

Performed a wide range of trademark- Related legal functions,, counsel on matters at the intersection of marketing and trademark law trademark prosecution, documentation, drafting legal document such as examination reply, opposition and other legal operation, legal writing and research on Trademark, Copyrights, Case Laws Study.

Knowledge of drafting cease and desist letters in case of trademark infringement.

Client Service in a Legal Environment: Provides daily support to client, Client email management replying to query, sending quotation, fixing client meeting, communicated regarding status of client order National Trademark Search: Performs trademark search and advises on domestic trademark issues and leads international trademark projects for the company like Top Shelf. Assisted Senior Attorneys: Extended my assistance to senior Attorney's for preparation of trademark opposition reply, accompanied them for objection hearing of different IP matters, maintained litigation docket and calendars for attorneys. Maintaining trademark repository, Social media marketing: Perform daily Article updates, Blog writing through effective research done on the basis of news available at WIPO, SpicyIP, and IP Watchdog.com. Attended seminar on the importance of MSME. Created highly researched and articulate legal paperwork such as pleadings, contracts and briefs. Interviewed and communicated with clients via phone or email. Attended depositions and court proceedings and prepared summaries on cases.

## **DLCCIW, SILCHAR, LEGAL INTERN**

OCT 2018 – APRIL 2019

Under Guidance of Advocate Bithika Acharjee at Silchar District Court

Worked closely with multiple departments including legal, and management

District Level Committee for Crimes Involving Women (DLCCIW) is a semi Govt NGO work for women those who are victim of domestic violence or any other criminal offences. Provided legal aid to the weaker section of the society, Visited to victims place interacted with them, analyzed the situation given necessary legal assistance, organized awareness programme on POCSO Act 2012.

## **CERTIFICATION AND ACCOMPLISHMENTS**

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- Certificate on IP Analyst Training Program
- Certificate participation of Boot Camp on International IP LAWS byLawSikho.
- Diploma in Media and Entertainment Law: Contracts,Licensing and Regulations Course – The course deal with all kind of copyright agreements alongwith contracts and licensing.
- Registered under IP India, Trademark Attorney code Enrolled under West Bengal Bar Council - F/139/247/2020 Cleared All India Bar Council Examination  
–Institute Lawsikho
- Organized legal awareness camp on POCSO Act 2012
- LL.M Research Paper on the topic "Digital Dilemma: A legal studyon Intellectual Property Rights in the information era".

## **COMPUTER AND SOFTWARE PROFICIENCY**

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MARQUESA (TM search) , FOVEA (TM search) MS OFFICE , outlook , teams , E-court services , Technology efficient including AI.