**SAMPOORNA SAHA**

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**IPR | Copyright | Trademark | Drafting | 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 dynamic and fast-paced environment, adapting to changing priorities and requirements..
* 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 – Hi-Speed Logistics Private Limited (December 2023- present)

* Reviewing and Drafting Agreements, (Vendor contracts, Model Tender Form, Notice Inviting Tenders, Sale Deed, Deed of Assignment, Title Search Reports and other land/ property related documents, Sale Agreement, Lease Agreement, Leave and License Agreement, Non-Disclosure Agreement, Employment Agreement, Internship Agreement and policies)
* Drafting MOU, NDC, NOC, Demand Letters, relevant correspondence letters with different Government bodies
* Supervision of Case status on a regular basis.
* Making all correspondences related to the Legal as well as other allied matters
* Building and maintaining effective relationships with regulatory authorities, external legal counsel in the Litigation matters and other relevant stakeholders.
* Stayed up to date with laws, regulations, and industry standards relevant to the organization's operations and ensure compliance with requirements.
* Responsible for overseeing all legal matters within the company.
* Ensuring the company's compliance with all applicable laws, regulations, and industry standards.
* Identifying potential legal risks and developing strategies to mitigate them effectively.

## Legal Executive - Biswajit Sarkar Advocates – IP Attorneys law firm (June 2023- December2023)

* 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,
* Been a significant part of the Mother Teressa’s colour mark, at USPTO
* 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.**

**~~M~~oderator 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