



SAYANTI MUKHERJEE
Mobile: 9051640338
E-MAIL ID: mail.sayanti@gmail.com

Career Objective

To strive for excellence, to grow and learn along with the Company, to be equipped to realize my potentials, to achieve top line results and to maintain focus in bringing about the overall welfare of the Company and myself.

Academic Qualifications

- **Cyber Law Diploma** – Global School of Tech Juris – 2008.
- **B.A. LL.B** – Calcutta University – 2007.
- **XII** – Ballygunge Shiksha Sadan School, (English Medium) – 2002.
- **X** – Ballygunge Shiksha Sadan School, (English Medium) – 2000.

Work Experience

1. **Presently working in STRATEGIC BUSINESS ALLIANCE (Remote work).**
Joined from 4th January 2022.

I am working as the Legal Head of the Drafting team with strong organisational and planning skills.

My scope of work is drafting various documents like WILL, POWER OF ATTORNEY, FRANCHISE AGREEMENT (including all related documents), AFFIDAVITS, PLEADINGS and many more. I also review CONTRACTS AND LEASE AGREEMENTS. I do all the jobs single handed. I also do company searches and drafting applications for WIPO, draft letters regarding registration of TRADEMARKS.

I also conduct meetings with International Clients and Prospective Clients and have excellent communications skills.

My work also includes conducting various RESEARCH and BLOG writing for many client.

2. **D.P.AHUJA & CO** – A reputed Intellectual Property law Firm. Joined from 4th June 2012.

I am working as a legal associate and handling trademark matters Worldwide and Indian.

My scope of work in this company is as follows :-

1. TRADEMARK SEARCH along with pre-filing analysis and opinion and specification advice.
2. TRADEMARK FILING
3. TRADEMARK PROSECUTION including drafting replies to the objections raised by the register
4. TRADEMARK RECORDALS including assignments, merger, change of legal status of the proprietor.

5. TRADEMARK RENEWALS.

My work also includes exchanging of correspondence and communicating and meeting with clients both National and International.

3. **M/S. S. JALAN & CO (Corporate Office)** – A Real Estate Firm. Joined this office from May, 2009.

Here I mainly looked after the works of the Real Estate Companies like Bengal Ambuja, Bengal Shrichi, Emami Realty etc and have drafted various types of Deeds, Documents, Agreements, Conveyances, Legal Notices, Title Searches and various other matters related to real estate.

My work also included responding to legal queries in Magic bricks site.

4. **M/S. S. JALAN & CO' (High Court Office)** – A Litigation Firm. (Worked from December, 2007 till April, 2009).

Here I was assigned to do various legal works including, Handling independently matters related to Arbitration , Drafting various types of Conveyance, plaints, written statements and legal documents, Attending High Court matters, City Civil Court at Calcutta, Bankshall Court and Consumer Forum. Dealing cases under Negotiable Instrument Act & Criminal law, particularly complaints U/S 138 ,156(3), Providing legal advisory and consultancy services to clients on matters related to arbitration. Updating and tracking the Legal MIS of all the matters.

5. **M/S. S.K.PODDAR** – (Worked from July, 2007 till November, 2007) A Legal Firm which mainly deals with litigation and drafting.

I was assigned with the work of Drafting legal documents, Law research, associating & briefing counsel. AND Interpret the Acts, laws, Provisions, Policies, and Schemes.

6. **CALCUTTA HIGH COURT** – Resident Training under Barrister B.S.Sinha Roy (Bar library Calcutta High Court) from year 2004---2006 as an apprentice.

The work involved intensive legal research through on-line data bases and other resources and writing of case summaries on various laws.

Extracurricular activities

- Awarded with Certificate from ‘ALL INDIA FINE ARTS ASSOCIATION’ for fine arts.
Year 1993—1998 1st Division (5 years)
- Participated in Inter School Dance Competition.
- Was an active member of Ballygunge Shiksha Sadan School, INTERACT CLUB & NATURE CLUB.

Computer proficiency

- Microsoft 98, XP Professional
- MS Office (MS WORD, POWERPOINT, INTERNET & EXEL).

Personal Silhouette

Date of Birth : 19/02/1984
Father's Name : Mr. GAUTAM MANNA
Husband's Name : Mr. RAJARSHI MUKHERJEE
Nationality : Indian
Postal Address : 7/1A, Motilal Nehru Road, Kolkata-700029, WEST
BENGAL
Gender : Female
Marital Status : Married
My Strengths : Knowledge on subject, Energetic, Excellent
Communication Skills, Self Confident, Quick
Learner, Highly Motivated, Adaptive to the
Environment.
Hobbies : Reading, Listening to music, Painting.
Languages Known : English, Hindi and Bengali
Working Preference : Remote Work
Salary : Rs.14,00,000/- per annum
Notice Period : 60 Days
