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# NIKHIL KUMAR SINGH

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Linkedin

## SUMMARY

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I am currently a fourth-year BA.LLB student at Heritage Law College, Kolkata, with a CGPA of 7.2. I have extensive experience as a paralegal and legal assistant, working on platforms like Upwork and Fiverr. I have drafted and revised a wide range of legal documents for international clients, including NDAs, employment agreements, and website legalities. I have completed multiple certifications in Intellectual Property law and Technology law. My internships have helped equip me with practical skills in contract drafting, legal research, and digital contract management.

## EDUCATION

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### **BA LLB: Heritage Law College, Kolkata**

4<sup>th</sup> Year, CGPA: 7.2/10

### **2018-2020: Sudhir Memorial Institute, Kolkata, (CBSE)**

12<sup>th</sup> Standard, CGPA: 6.8

### **2006-2018: H.M Education Centre, Kolkata, (CBSE)**

10<sup>th</sup> Standard, CGPA: 9

## PARALEGAL AND INDEPENDENT LEGAL ASSISTANT

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Paralegal and Independent Legal Assistant: Platforms of services: [Upwork](#) and [Fiverr](#)

- Undertook drafting of Non-Disclosure Agreement and Employment Agreement for a white-labeled business based in Canada.
- Handled drafting of Terms and Conditions and Privacy Policy for a Dating App based in India.
- Assisted a Called ID app based in India with their website-related legal documents.
- Undertook drafting website-related legal documents for an E-Commerce business based in China.
- Proofread and edited legal documents for a Dubai-based Real Estate company.
- Assisted a USA-based company in drafting an Employment Agreement.
- Undertook drafting of NCNDA (Non-Competing Non-Disclosure Agreement) for a USA-based company
- Assisted a New York City-based startup with their website-related legal document

## CERTIFICATION

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- Diploma in Technology Law, Fintech Regulation and Technology Contracts, **LawSikho- NSDC Certified (2023) Grade- A<sup>+</sup>**
- Certificate Course, Legal Research & Legal Writing - A Paralegal Skill, **Udemy, 2023**
- Certificate Course, Protecting Business Innovations via Trademark, **Coursera, 2023**
- Certificate Course, Intellectual Property Training Program, **L2ProIndia, 2023**
- Certificate Course, Master Patent Search | Step-by-Step Tutorial, **Udemy, 2023**
- DMCA Copyright: Remove Online Pirated Copies of Your Work, **Udemy, 2023**
- Certificate Course, Introduction to Practical Contract Drafting, **LawSikho, 2021**

## INTERNSHIPS

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### **SVF Entertainment, Kolkata**

**February- March, 2024: 8 weeks**

- Assisted in drafting various agreements (Artiste, Coupon Distribution, Tenancy, Composer, Music Re-Arrangement, Music Composer Engagement, Writer, Power of Attorney, Release Forms, Production, Concept Assignment, NOC) demonstrating understanding of diverse legal frameworks.
- Conducted in-depth trademark searches across relevant classes (9, 25, 30, 33, 35, 38, 41, 42, 43) and researched the copyright laws of Bangladesh.
- Analyzed legalities of political advertisements on OTT platforms
- Researched legal provisions governing Games of Chance & Game of Luck.
- Observed Supreme Court proceedings through Webex
- Attended Kolkata High Court hearings on HOICHOI TECHNOLOGIES PRIVATE LIMITED & ANR. VS THE RESERVE BANK OF INDIA & ORS.
- Utilized Signdesk (CLM platform) to manage and execute digital contracts.

### **CLATALYST, Kolkata**

**October-November, 2023: 4 weeks**

- Conducted trademark searches on classes 41, 16, and 9.
- Assisted in drafting corporate agreements including Work for Hire, Non-Disclosure Agreement, Terms and Conditions, and Privacy Policy.
- Undertook research assignments on various aspects of copyright law.

### **HERBERT SMITH FREEHILLS, Virtual**

**September-October, 2023: 4 weeks**

#### **(DIGITAL LAW JOB SIMULATION PROGRAM)**

- Prepared a client bulletin about connected and autonomous vehicles (CAVs)
- Conducted research on the legalities concerning connected and autonomous vehicles (CAVs)
- Undertook drafting assignment of Smart Legal Contract
- Prepared an internal memo on a dispute involving a Smart Legal Contract
- Prepared the first draft of a section for a client-facing note

### **MD. MASOOD ALAM, ADVOCATE HIGH COURT, Kolkata**

**May-June, 2023: 8 weeks**

- Handled drafting, and reviewing of corporate documents like Non-Disclosure Agreements (NDAs).
- Undertook drafting of documents relating to incorporation like Memorandum of Understanding (MoU)
- Observed Court Proceedings at Bankshall Court.
- Conducted legal research by analyzing cases, statutes, and legal precedents relevant to ongoing cases

### **ARUP SHI, ADVOCATE DISTRICT COURT, Kolkata**

**November 2021-May 2022: 28 weeks**

- Undertook drafting of letter of Possession.
- Assisted in drafting of Affidavits
- Handled drafting of Real Estate Sales Contracts
- Prepared Title Suit Contract
- Drafted divorce Application
- Gained Practical Exposure to Cross-examination
- Gained Practical Exposure to Case briefings

## **SEMINARS, CONFERENCES, WORKSHOPS**

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- Participated in, the National Intellectual Property Awareness Mission, by **Intellectual Property Office, India, June 2023**
- Participated in ADR webinar on ‘Transparency in Political Funding’, organized by the **Association of Democratic Reforms, July 2023**
- Participated in the workshop on ‘Learning Mooting Skill’, organized by The **Law Company, September 2023**