

SAMPOORNA SAHA

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IPR | Copyright | Trademark | Drafting | Company Matters| 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.
- Keeping a track of the Trade Marks Journal for any possible infringement to the registered mark
- Handling new Trade Mark matters
- 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 alongwith assisting them in court proceedings.
- 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.
- Maintaining weekly MIS reports
- Preparing and filing all necessary supporting evidences required in ongoing court proceedings

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

- Handling, managing and maintaining the IP portfolios for corporate clients including the registration process and brand audits for clients such as MYA, The Merlin Group, Sail Authority of India, 6 Ballygunge Place, BakeFresh, BPC, Walzen India, etc.
- 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 Teresa'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.**
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