
NIKHIL KUMAR SINGH

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SUMMARY

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

BA LLB: Heritage Law College, Kolkata

4th Year, CGPA: 7.2/10

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

12th Standard, CGPA: 6.8

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

10th Standard, CGPA: 9

FREELANCE EXPERIENCE

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

INTERNSHIPS

R Singh & Associates, Kolkata

April 2024: 4 weeks

- Assisted research work for a case related to trademark infringement.
- Prepared Memorandum of Understanding(MoU).
- Undertook drafting legal documents like legal notices, cease-and-desist letters, and responses to infringement claims.
- Analyze legal documents like contracts, licenses, and court orders to identify potential issues
- Assisted in drafting Cyber Complaints.

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 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 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 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

CERTIFICATION

- Diploma in Technology Law, Fintech Regulation and Technology Contracts, **LawSikho- NSDC Certified (2023) Grade- A⁺**
- 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**

SEMINARS, CONFERENCES, WORKSHOPS

- 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**