



# AVIRIT GHOSH

Legal Assistant



## PERSONAL DETAILS

Mobile: 8967558180

Location: Calcutta, India

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## SKILLS

- Legal Research
- Legal Documentation
- Intellectual Property
- Trademark Search
- Copyright Research
- Legal Compliance
- Client Communication
- Confidentiality Maintenance
- MS Office Proficiency
- Project Management
- Legal Analysis
- Legal Writing
- Case Management
- Document Review
- Editorial Skills
- Arbitration
- Contract Law
- Consumer Protection
- Client Consultation
- Administrative Support



## ACADEMIC PROFILE

### • Bachelor of Laws (LL.B)

Department of Law, University of Calcutta  
August 2018 – August 2023

### • Higher Secondary

D.A.V Public School, Rupnarayanpur  
May 2016 – May 2018

### • Secondary Education

St. Joseph's Convent High School  
May 2004 – April 2016



## PROFILE

Highly skilled Legal Assistant with a strong background in intellectual property law, specializing in legal research, documentation, and compliance. Possessing extensive experience in trademark searches, copyright analysis, and client consultation, complemented by an educational foundation from the University of Calcutta. Demonstrates a proven ability to manage confidential information with professionalism and precision. Seeking to contribute expertise in legal processes and project management to a dynamic legal team, aiming to support the firm's objectives through detailed research, thorough analysis, and efficient administrative support.



## WORK EXPERIENCE

### Professional Freelancer

Upwork (Remote)

May 2024 – Present

- Conducted comprehensive copyright research: Analyzed and documented the copyright status of various materials for legal review.
- Assisted in trademark search: Gathered and evaluated trademark information to support registration and compliance.
- Developed legal documentation: Created precise legal documents, including reports and briefs, for intellectual property matters.
- Provided client consultation on IP issues: Advised clients on intellectual property concerns, ensuring they understood legal implications.
- Maintained confidentiality: Ensured all client information and case details remained secure and confidential.
- Collaborated with mentors: Worked closely with senior legal professionals to refine research methods and legal strategies.
- Managed legal research projects: Oversaw project timelines and deliverables to ensure timely completion of legal tasks.
- Supported administrative legal tasks: Assisted with organizing legal documents and maintaining accurate records.

### Legal Intern

Theory of Abrogation (Remote)

November 2023 – December 2023

- Drafted legal notices and replies: Composed formal legal communications addressing various client issues.
- Conducted legal research: Investigated legal precedents and statutes to support case arguments.
- Ensured compliance with legal guidelines: Verified that all drafted documents adhered to relevant laws and regulations.
- Assisted in legal analysis: Provided insights and recommendations based on thorough analysis of legal matters.
- Managed client communication: Handled interactions with clients, providing updates and clarifications on legal proceedings.
- Supported case management: Organized case files and documentation to maintain efficient workflow.
- Coordinated case strategies: Worked with senior attorneys to develop effective legal strategies.
- Participated in document review: Examined and edited legal documents to ensure accuracy and relevance.

### General Member

Magazine Committee, Department Of Law, University of Calcutta  
December 2022 – June 2023

- Proofread legal articles: Ensured accuracy and adherence to guidelines in all published content.



## CERTIFICATIONS

- Advanced Excel Certification Course (April 2024)
- Certificate Course on Arbitration Laws (March 2024)
- White & Case U.S. Intellectual Property Job Simulation (February 2024)
- Certificate Course on Intellectual Property Rights (December 2023)
- Introduction to Intellectual Property Rights (December 2023)



## VOLUNTEERING

### Volunteer

#### Rotaract Club of Central Calcutta

Actively contributed to social and community service projects, including organizing health camps and awareness campaigns. Demonstrated strong interpersonal and communication skills in coordinating efforts and supporting underprivileged groups, showcasing a commitment to community development and making a positive societal impact.



## LANGUAGES

- English
- Hindi
- Bengali

- Edited submissions: Corrected grammatical and factual errors in submissions, maintaining high editorial standards.
- Collaborated on content development: Worked with the editorial team to plan and develop magazine content.
- Ensured publication quality: Verified that all published material met the required editorial standards.
- Managed publication schedules: Coordinated timelines and deadlines for content submission and review.
- Participated in team meetings: Contributed ideas and feedback during editorial meetings to enhance publication quality.
- Engaged in content creation: Assisted in developing engaging and informative content for readers.
- Supported the editorial team: Provided assistance with editorial duties, including article selection and layout planning.

### Legal Intern

ubAdvocate

August 2022 – November 2022

- Researched legal topics: Investigated issues such as FIRs, contractual obligations, and professional indemnity to support case preparation.
- Assisted in drafting legal opinions: Contributed to the development of professional legal opinions for client advisories.
- Conducted legal analysis: Analyzed complex legal issues and provided detailed interpretations for client understanding.
- Collaborated on case preparation: Worked with legal teams to prepare cases, ensuring comprehensive coverage of relevant details.
- Demonstrated attention to detail: Ensured all legal documentation was meticulously accurate and error-free.
- Managed client records: Maintained organized and secure client files and case histories.
- Supported legal education initiatives: Assisted in disseminating legal knowledge and updates to team members.
- Provided administrative support: Helped with administrative tasks, including scheduling and filing.

### Legal Intern

High Court, Calcutta

February 2020 – March 2020

- Conducted legal research: Investigated laws and cases under the supervision of Dr. Barun Kumar Das, focusing on contracts and arbitration.
- Observed court proceedings: Gained practical insights by attending court sessions and observing legal arguments.
- Analyzed legal documents: Reviewed and summarized legal documents to support case preparation.
- Maintained confidentiality: Handled sensitive information with strict confidentiality and professionalism.
- Assisted in case preparation: Contributed to developing case strategies and preparing legal arguments.
- Prepared legal correspondence: Drafted and reviewed legal communications for clarity and accuracy.
- Developed understanding of legal procedures: Enhanced knowledge of courtroom procedures and legal processes through direct exposure.
- Supported senior lawyers: Assisted senior legal professionals with various tasks, including research and documentation.