

Ms. RIYA SINGH

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SUMMARY

Result-oriented Intellectual Property (IP) Lawyer with extensive experience in trade mark and copyright law and the management of a large IP portfolio. Working to increase understanding and proficiencies in all areas of legal practice. Good interpersonal and organizational skills with the ability to work individually and as part of the team.

WORK EXPERIENCE

Assistant Manager – Legal at DUNLOP TYRES LIMITED, Kolkata

June 2023 – Present

- Handling the entire IP portfolio of the company and the several other companies under the same Group.
- Maintaining the internal database, MIS, status reports of trade marks, copyright and design applications.
- Filing of new trade mark applications in-house, responding to examination reports and attending show cause hearings.
- Journal watch, drafting and filing of notice of opposition, counter statement, evidence affidavits for opposition proceedings and attending opposition hearings.
- Drafting of rectification petitions, documents for cancellation applications, attending hearings at the Trade Marks Registry.
- Drafting and vetting of MoU, NDA, assignment agreement, licensing agreement, supplier agreements, IP licensing and collaboration agreements, royalty agreements, manufacturing agreements, etc.
- Filing of take-down notices and domain name complaints.
- Drafting and responding to cease and desist notice, legal notices and other legal documents.
- Liaising with and assisting external counsels for other IP and corporate matters of the company and other companies of the Group.

Associate at BISWAJIT SARKAR ADVOCATES – IP ATTORNEYS, Kolkata

July 2022 – June 2023

- Conducted trade mark search and filing of applications, filing of international applications under the Madrid Protocol. Responding to examination reports, preparing affidavits in support of applications, attending show cause hearings.
- Drafting of Notice of Opposition, Counter Statement, Rectification Petitions, Evidence under Rule 45, 46, 47 and further evidence. Drafting of trade mark assignment deed and trade mark license agreements.
- Filing of NOC application for copyright registration. Replying to examination report for NOC application and discrepancy letters for copyright applications. Filing of copyright applications for artistic, literary, musical and software works.
- Assisted in developing an IP Management Software for the firm. Managed the firm's website, SEO and social media handles.

INTERNSHIP EXPERIENCE

Legal Trainee at Biswajit Sarkar, Advocates – IP Attorneys

April, 2022 – June, 2022

- Conducted trade mark search and drafted legal opinion
- Filing of trade mark applications
- Drafted responses to objections under section 9 and section 11
- Filed TM-C, TM-P, TM-M, TM-R, and various forms
- Copyright Application, Form XIV and Statement of Particulars
- Researched on Various topics relating to Intellectual Property Rights and wrote blogs
- Acted as a liaison between clients and seniors

CO-CURRICULARS

Course titled 'Diploma in Intellectual Property, Media & Entertainment Laws' by LawSikho

May 2022 – May 2023

- Drafted Agreement for exploitation of Satellite Rights
- Endorsement and Artist Agreements
- Agreement for In-Film Integration
- Agreement of exploitation of Rights in Audio-Visual Content
- Design Search, Classification and filing the application
- Responding to FERs and Petition for cancellation of designs
- Filing a suit for design infringement

Course titled 'Diploma in US Intellectual Property Law and Paralegal Studies' by LawSikho

Jan 2022 - July 2022

- Filing of trade mark application before the UKIPO and USPTO
- Drafted response to Office Actions and Cease and Desist Notices
- Drafted Oppositions, Revocation, and Invalidation Notices
- Drafted DMCA Notice and UDRP Complaint
- Prepared Confidentiality Agreement, Software Development Agreement, and IP Transfer Agreements
- Conducted Patent Search and Drafting of Patent Application in the US

EDUCATION

- **University of Calcutta (B.A. LL.B.)** **2017 – 2022**
 - Aggregate of 10 semesters – 72.6%
- **St. Paul's Boarding and Day School, Kolkata** **2015 – 2017**
 - Higher Senior Secondary (Class XII) affiliated to the ISC Board
 - Stream: Humanities
 - Percentage: 89%
- **M.P. Birla Foundation Higher Secondary School, Kolkata** **2003 – 2015**
 - Senior Secondary (Class X) affiliated to the ICSE Board
 - Stream: Computer Science
 - Percentage: 83%