



# Satarupa Sarkar

## Profile

Dynamic legal professional with over four years of experience leading legal operations and driving compliance strategies. Proficient in managing teams across B2B and B2C sectors. Specializing in intellectual property rights, legal compliance, and strategic legal planning, I am adept at navigating complex legal frameworks to mitigate risks and enhance operational efficiency. Committed to enhancing operational efficiencies and guiding complex legal matters with precision, ensuring robust organizational frameworks that support business objectives.

## Employment History

### Head of Department (Legal Operations) at Fastinfo Legal Services Private Limited, Kolkata

September 2023 — Present

- Managed multiple teams across B2B and B2C services for employer's brand Online Legal India
- Expertise in handling legal operations, including IPR, consumer complaints, and company compliance
- Knowledgeable in handling fraud risk and Cybercrime complaints
- Skilled in strategic legal planning and execution
- Ensured compliance, mitigated legal risks, and executed celebrity/brand endorsement agreements.
- Managed the handling and execution of celebrity/brand endorsement agreements

### Senior Legal Consultant at Fastinfo Legal Services Private Limited, Kolkata

September 2021 — September 2023

- Led IPR Operations team management.

- Optimized and achieved a streamlined service delivery process for trademark and copyright services, enhancing efficiency and client satisfaction.
- Represented the employer's brands Fastinfo and Fastinfo Class in trademark hearings.
- Drafted company policies and compliance documents.
- Drafted and executed various legal agreements, ensuring compliance and mitigating risks

### Legal Consultant at Fastinfo Legal Services Private Limited, Kolkata

September 2020 — August 2021

- Manage trademark filings across multiple classes
  - Prepare trademark renewals and rectifications
  - Draft responses to trademark objections
  - Submit copyright applications and discrepancy responses

## Details

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Kolkata, 700064

India

9810858367

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## Nationality

Indian

## Skills

Project Management

Intellectual Property Rights

Legal Compliance

Strategic Legal Planning

Consumer Law

Fraud Risk Management

Litigation Management

Contract Management

## Languages

English

Bengali

Hindi

- Represent in trademark and opposition hearings

## **Junior Advocate at Biswajit Sarkar Advocates and IP Attorney, Kolkata**

July 2019 — December 2019

- Assisted Senior Trademark Attorney in trademark objections.
  - Drafted trademark opposition counter statements.
  - Provided client counselling on intellectual property matters.
  - Managed and prepared client trademark portfolios.
  - Handled filing of trademarks and copyright applications.

## **Education**

### **LLM, Amity Institute of Advanced Legal Studies, Noida**

July 2018 — August 2019

### **LLB, Amity Law School, Noida**

August 2015 — May 2018

### **B.A, Scottish Church College, Calcutta**

August 2012 — July 2015

### **Salt Lake Point School, Kolkata**

### **ISC, Salt Lake School, Kolkata**

## **Courses**

Online Certificate Course on Intellectual Property Law (IPPro) ,  
Federation of Indian Chambers of Commerce (FICCI)

Online Training Programme on “Patent filing process in India, Patent specification, examples, Patent search, examples, Trademark filing India & Madrid filing, Copyright filing, Design filing in India, Rajiv Gandhi National Institute of Intellectual Property Management (RGNIIPM)

Specialized course on the Madrid System for the International-Registration of Trademarks (DL-303), World Intellectual Property Organization – WIPO

## **Workplace achievements and titles**

- Awarded the title of “Most hardworking person” in December 2021 by Fastinfo Legal Services Pvt Ltd
- Awarded the title of “Star Achiever” in July 2022 by Fastinfo Legal Services Pvt Ltd
- Awarded the title of “Rising Leader” in December 2022 by Fastinfo Legal Services Pvt Ltd