



Sapna Singh

Advocate

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International

Lawyers Chamber No.47, High Court, Indore, M.P. India 452010

507 Pinnacle D Dreams, Indore, M.P. India 452010

Profile

Successful and performance-driven Advocate skilled at performing various legal tasks in order to provide beneficial legal advice and represent individuals and companies in different cases with extensive communication skills, great attention to detail, and ability to function well independently.

Language

English ★ ★ ★ ★ ★

Hindi ★ ★ ★ ★ ★

Sanskrit ★ ★ ★ ★ ★

Soft- Skills

Ability to Work Under Pressure

Communication Skills

Critical Thinking

Detail-oriented

Good Team Player

Leadership

Research Skills

Experience ★ ★ ★ ★ ★

Assistant Corporate Paralegal

3+years of current work experience as a Assistant corporate paralegal and related experience with a multinational Fortune 500 company **corporate law firm (Symbol)**

Assignments worked on
Trademark Registration, Copyright, Intellectual Property, Oppositions, Pleading, Case Drafting, Housing Property

- Provided legal advice and expertise to customers on all sorts of legal issues in compliance with company high standards, policies, and procedures.
- Collaborated with Advocates from conveyancing department and pro-actively participated in weekly team meetings to deepen the knowledge and identify potential areas of improvements.
- Assisted in managing a network of 20 external Associates

Experience ★ ★ ★ ★ ★

Consultant

7+years of previous work experience as a corporate consultant and related experience doing corporate Consultation (**KIIRR Law firm**)

Assignments worked on

- Consumer forum cases, Trademark Registration, Copyright, Intellectual Property, Oppositions, Pleading, Case Drafting, Background Verification, Civil -Stay, Criminal Bail, SARFAESI and Civil Cases.
- Collaborated with Advocates from various fields

Highlights ★ ★ ★ ★ ★

Court procedures
Document review
Contract negotiation
Regulatory compliance
Trademark & Patent Licensing
Skilled mediator
Exceptional negotiator
Outstanding Public Speaker
Professional and personable
Strong leader

Tech Skills ★ ★ ★ ★ ★

MS Office (Word, Excel, Power point,)
WEBMAIL & outlook Operations
Extra Application Operations
PDF editor, Skype, Zoom, Google Meet,
Microsoft Teams,
Hindi & English Drafting
Research Skills in obtaining Online Info's

Social Skills ★ ★ ★ ★ ★

Listen to others
Follow the steps
Follow the rules
Ignore distractions
Ask for help
Take turns when you talk
Get along with others
Stay calm with others
Be responsible for your behavior

Cultural Skills ★ ★ ★ ★ ★

I'm full of Traditional Cultural competence & I have the ability to effectively interact, work, and develop meaningful relationships with people of various cultural backgrounds. And have experience and knowledge of different cultural practices.



Education ★ ★ ★ ★ ★

M.A. In Political Science & Public Administration
From Department of Political Science & Public Administration
Vikram University, Ujjain M.P. India

Course Subjects

ENROL NO: A0920087

- FEDERALISM IN INDIA & LOCAL SELF GOVT.
- GOVERNMENT & POLITICS OF M.P.
- ADVANCE POLITICS THEORY
- DIPLOMACY THEORY & PRACTICE**
- JOB ORIENTED PROJECT WORK
- GOVERNMENT & POLITICS OF INDIA
- STATE POLITICS IN INDIA
- INTERNATIONAL LAW**
- INDIAN FOREIGN POLICY**
- MODERN INDIAN POLITICAL THOUGHT
- COMPARATIVE POLITICS
- INTERNATIONAL POLITICS & CONTEMPORARY POLITICAL ISSUES
- MAJOR IDEAS & ISSUES IN PUB.AD.
- WESTERN POLITICAL THOUGHT
- POLITICAL OF SOUTH ASIAN COUNTRY
- RESEARCH METHODOLOGY



LL.B Sandipani Law Collage, Ujjain
Vikram University, Ujjain M.P. India

Score Highlights

ENROL NO: A0920087

- ARBITRATION CONCILIATION & ALTERNATE DISPUTE**
- ENVIRONMENTAL LAW / LAW OF CRIMES
- INTERPRETATION OF STATUTES
- LEGAL LANGUAGE LEGAL WRITING INCLUDING GENERAL
- MOOT COURT PRE- TRIAL PREPARATION & PARTICIPATION
- CRIMINAL. PROC.CODE JUVENILE JUS. ACT & PROBATION
- CIVIL PROCEDURE & LIMITATION ACT.
- LAW OF EVIDENCE
- PRACTICAL TRAINING IN LAW
- TENANCY LAW & M.P. ACCOMMODATION
- JURISPRUDENCE / CONSTITUTIONAL LAW OF INDIA
- FAMILY LAW / **COMPANY LAW**
- PUBLIC INTEREST LAWYERING, LEGAL AID AND PARA LEGAL SERVICES
- LAW OF TORTS AND CONSUMERS PROTECTION LAW**



B.A Hons. In Political Science & Public Administration
From Department of Political Science & Public Administration
Vikram University, Ujjain M.P. INDIA

Score Highlights

ENROL NO: A0920087

- COMMUNICATION SKILLS**
- HUMAN RIGHTS**
- MAJOR CONSTITUTION OF THE WORD
- MORDEN POLITICAL ANALYSIS
- PUBLIC ECONOMICS**
- ENTREPRENEURSHIP
- MICRO ECONOMICS

Certifications



Certificate in skill-up-graduation & Capacity enhancement of tribal involved in collection of LAC Cultivation (OFT)

Ministry of Tribal Affairs, Government of India Certificate year 2017



National Training workshop Content Management System & Social Science Research

Certificate by Studied at Indian Council of Social Science Research, New Delhi



Contribution of Ambedkarsim in India Social Development

Certificate by Ministry of Social Justice and Empowerment, Government of India



Decentralization in India, Retrospective Challenges and Ways

Certificate by Indian Council of Social Science Research, New Delhi & MSCST Bhopal



Ambedkarism in 21st Century: Challenges and Solutions

Certificate by Ministry of Social Justice and Empowerment, Government of India



Building Modern India

Certificate by Govt. Jawaharlal Nehru Ismariti Mahavidhyalya



Hunar Se Rozgar

Certificate by Ministry of Tourism, Government of India



Faculty of Humanities Social Sciences and Education, Challenges and Opportunities of Tourism in Morden India

Certificate by MADHAV UNIVERSITY PINDWARA SIROHI, Rajasthan



Personal Information

Date of Birth :__ / __/ __

PAN Card No: _____

Addhar Card No: _____

Driving Licence No: _____

Passport No: _____

Married Status : Married

Spouse Name : Aman Singh

Bar Council Enrolment No: _____

Permanent Address : _____

Note : Personal Information is filled by me by
in writing on requirement and conditions*

Certifications



Impact of Modern Information Technology on Indian Tribal Society

Certificate by Madhya Pradesh Dalit Sahitya Academy Ujjain (Vikram University)



Different aspects of parliamentary democracy and non-violent mass resistance in India

Certificate by Gandhi Addhyan Kendra Vikram University



Ambedkar Concept and relevance of social democracy

Certificate by Ministry of Social Justice and Empowerment, Government of India



21st century challenges And Gandhi

Certificate by Gandhi Addhyan Kendra Vikram University



Women's Human Rights Violations, Diagnostic Measures and Future Strategies

Certificate by Department of Pol. Science and Public Administration Vikram Univ



Budget Symposium

Certificate by School of Studies in Economics Vikram University Ujjain



Origin of Parmar's Dynasty

Certificate by Directorate of Archaeology, Archives and Museums Govt. of M.P.



Tourism in Maheshwar

MP State Tourism Development Corporation Govt. of M.P.

Awards



Women Entrepreneur Award 2021
Youth Fedration of India

Declaration

I Sapna Singh hereby declare that the details and information furnished above are complete and true to the best of my knowledge & I hereby confirm and verify all the facts mentioned above and I hold the responsibility of their authenticity and correctness.

Place : _____

(Signature)

Sapna Singh