
RAJESHWAR PARSAD
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CAREER SNAPSHOT

A highly committed, sincere and result oriented Paralegal in handling intellectual property matters.

AREA OF EXPERTISE

➤ TRADEMARK MATTERS:

1. Preparation of all Indian pre and post registration trademark application forms.
 2. Preparation and filing of conventional and Madrid application.
 3. Preparation of status updates to clients.
 4. Preparation of responses to various official letters.
 5. Preparing and filing of responses to Examination report.
 6. Preparing and filing of affidavit of use.
 7. Preparing and filing of responses to discrepancy letters issued by Trade Mark Registry.
 8. Drafting of various e-mails on routine queries from client such as requirement and documents required for filing assignment, merger, conversion, change of name, change of address etc.
 9. Preparation of show cause and post registration hearing documents
 10. Conducting and preparing search analysis report from the Public search of Trade Mark Registry.
 11. Preparing and filing renewals and Post registration, Recordal of Assignments/Merger, change of name & address.
 12. To review and report to client of journal advertisement, acceptance order, registration certificate etc.
 13. Docketing and maintaining trademark database.
 14. Invoicing
 15. Preparation of all covering & follow up letters.
 16. Preparing and filing well – known application.
 17. Filing of notice of opposition
 18. Filing of counter statement
 19. Preparing of cover letter and filing of Evidence under Rule-45 and collecting and collating annexures /exhibits and indexing.
 20. Preparing of cover letter and filing of Evidence under Rule-46 and collecting and collating annexures/exhibits and indexing
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21. Preparing of cover letter and filing of Evidence under Rule-47
 22. Preparing and filing of Reliance Letters under Rule- 45, 46 and 47.

EMPLOYMENT DETAILS

- Worked in Lakshmikumaran & Sridharan as a Docketing Executive (LCMS) from November 2014 to April 2016.
- Presently working in K & S Partners as a Trademark Secretary since September 2016.

EDUCATION DETAILS

- 10th Passed from CBSE Board.
- 12th Passed from CBSE Board.
- Graduation in B.A from IGNOU.

I.T. SKILLS

- MS-Word
- MS-Excel
- MS-PowerPoint
- English Typing Speed 40-50 w.p.m.

PERSONAL DETAILS

Date of Birth	:	April 18, 1984
Father's Name	:	Mr. Rajinder Prasad
Hobbies	:	Playing Cricket & Listening to music
Nationality	:	Indian
Marital Status	:	Married
Language Known	:	Hindi, English

DECLARATION: -

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: - Faridabad

(Rajeshwar Parsad)
