

CURRICULUM VITAE

ARTI KATHURIA

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Objective:-

A responsible and challenging position in an organization that would enable me to augment my already acquired knowledge.

Educational Qualification:-

- ◆ Graduate in Commerce [B. Com (Hons)] from Delhi University
- ◆ Post Graduate in Commerce [M. Com] from H. P. University
- ◆ LL.B. from CCS Univ, Meerut (Enrolled with Bar council of Delhi)

Professional Qualification:-

- ◆ GNIIT in Computers [3 yrs. diploma course] from NIIT, Delhi
- ◆ Online General Course on Intellectual Property from WIPO.

Work Experience:-

Company & Job Profile	Worked as an Associate – Trademarks in Chadha & Chadha, Gurgaon from Jan 2020 to March 2021
Work Content	<u>Trademarks Prosecution</u> <ul style="list-style-type: none">• Reviewing on-line forms/request, Reporting's done to client and invoices raised related to new Trademark Applications, extension of time, User Affidavit, priority claim, renewals, change of name, address, recordal of assignment etc.• Giving updates to client in relation to cost / status queries with regard to new Trademark Applications, Renewals, Recordal of Change of Name/Address and Recordal of Assignment, etc.• Giving opinion to client with regard to classification of goods/services and chances of filing new Trademark Applications (Indian Trademarks Registry) and seeking their instructions.• Maintaining deadlines and records for Power of Attorney and priority documents received from client and their timely filing at the Registry.• Follow up with clients for User Affidavit documents and also timely filing of the same at the Registry.

	<ul style="list-style-type: none"> • Reporting Acceptance, Publication and Registration of the mark. • Attending to Renewal related reminders and maintaining future deadlines. • Addressing follow up letters to the TM Registry for prosecution and opposition related matters.
<p>Company & Job Profile</p>	<p>Worked as an Associate in RNA, Technology and IP Attorneys - Gurgaon (from July 1, 2015 to till Jan 7, 2019)</p>
<p>Work Content</p>	<p><u>Trademarks Prosecution</u></p> <ul style="list-style-type: none"> • Conducting clearance searches and providing search results with opinion. • Representing a leading Indian pharmaceutical company and managing their trade mark portfolio in not only the sub-continent but Latin American, African and Middles East regions. • Giving updates to client in relation to cost / status queries • Well versed in accessing Manupatra manual etc. • Filing on-line Trademark Applications (Indian Trademarks Registry) and Madrid Protocol • Filing Trademark Applications in Sub-continent i.e. Pakistan, Bhutan, Bangladesh, Maldives, Nepal and Sri Lanka and corresponding with associates in these countries for prosecution of applications. • Maintaining deadlines and records for Power of Attorney received from client and their timely filing at the Registry • Filing requests on-line related to extension of time, change of name, address, recordal of assignment etc. • Reporting Acceptance of the mark • Searching of publication of marks in Trademarks Journal, reviewing and reporting advertisement cuttings / Registration certificates to client & addressing letter to Registry regarding errors • Compiling documents for hearing, sending hearing intimations, preparing note of arguments for hearing, attending hearing/s at the Registry and reporting it's outcome

- Reporting and responding to office actions/provisional refusals.
- Attending to Renewals and maintaining future deadlines
- Addressing follow up letters to the TM Registry
- Receiving incoming couriers & taking care of outgoing documents
- Extracting monthly work reports from database and sharing with the entire team
- Using of Data management software for daily posting of time/fixed fee recording entries, billing entries and daily database access by using Web TMS
- Actively participated in case law discussions within team members

Trademark Oppositions

Additionally, also having knowledge of **Trademark opposition** procedure proceedings as well

Patents

Filing of new patent applications and formalities related therein

Designs & Copyrights

Filing of new Design & Copyright Applications and it's Prosecution

PRESENTATIONS:

- ***Filing requirements in sub-continent countries (Pakistan / Sri Lanka / Bhutan / Bangladesh / Nepal/ Maldives/ Myanmar)***
- ***Procedure for filing new applications in India, different stages involved from filing application till Registration***
- ***Madrid Filing Protocol Procedure in India***

Well versed in handling IP management software such as:

- * ***Anaqua***
- * ***WebTMS***
- * ***TMS (Trademark management system)***
- * ***DMS (Database management system)***

RNA, Technology and IP Attorneys - Gurgaon	Worked as Paralegal Trademarks (Dec 2004 to June 2010) and Senior Paralegal- Trademarks (July 2010 to June 2015)
First Countrywide, Delhi	Worked as an Office Administrator-cum-Account Assistant (Feb 2002 to Nov 2004) with Medical Transcription Company
Ahuja Associates, Delhi	Worked as an Office Administrator-cum-Account Assistant (Nov 1999 to Jan 2002) with a reputed CA firm
Co-operative Group Housing Society, Delhi	Worked as an Account Assistant-cum-Computer operator (July 1998 to Oct 1999) as Professional Practice for one (1) year from NIIT

Conference/s Attended:-

FICCI at Delhi (in 2013)

APAA at Delhi (in 2018)

Personal Information:-

Date of Birth	1st December 1973
Nationality	Indian
Marital Status	Married
Languages Known	English, Hindi & Punjabi