

ASHMEEN KAUR



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Work Experience

ZEUS IP (Law firm)

Period: March, 2022 till date

Designation: Senior Associate

Job Responsibilities:-

- Independent handling of client portfolios
- Drafting responses to Examination reports and provisional refusals, as well as attending show cause hearings.
- Giving legal advice/ opinions on possible trademark oppositions / Cancellation proceedings.
- Drafting Cease & Desist notices, Notices of Opposition, Rectification/ Cancellation petitions and Counter statements
- Drafting Affidavits of Evidence in support of opposition, Affidavits of Evidence in support of application, and Evidence in reply
- Drafting domain name complaints i.e. UDRP and INDRP complaints.
- Handling pre-litigation procedures including sending legal notices, take-down proceedings, conducting physical investigations.
- Preparing Undertakings for amicable settlement on trademark disputes with other parties.
- Supervising the paralegal/ clerical staff
- Drafting assignment recordal documents i.e. deed of assignment, assignor's affidavit, assignee's affidavit, etc.

FIDUS LAW CHAMBERS (Law firm)

- **Period:** January 01, 2021 till March, 2022
Designation: Senior Associate
- **Period:** December 01, 2017 till December, 2020
Designation: Associate

Job Responsibilities:-

- Independent handling of client portfolios
- Conducting trademark availability search on the Indian Trademark Registry database and advising Clients on availability of the Trademarks
- Drafting responses to Examination reports and provisional refusals.
- Attending show cause hearings at the Trademark registry.
- Giving legal advice/ opinions on possible trademark oppositions / Cancellation proceedings.
- Drafting Cease & Desist notices.
- Drafting Notices of Opposition, Rectification/ Cancellation petitions and Counter statements
- Drafting Affidavits of Evidence in support of opposition, Affidavits of Evidence in support of application, and

- Evidence in reply
- Drafting domain name complaints i.e. UDRP and INDRP complaints.
- Handling pre-litigation procedures including sending legal notices, take-down proceedings, conducting physical investigations.
- Attending client meetings
- Supervising the paralegal/ clerical staff
- Drafting assignment recordal documents i.e. deed of assignment, assignor's affidavit, assignee's affidavit, etc.

INTTL ADVOCARE (Law firm)

Period: April 11, 2017 till November 24, 2017

Designation: Paralegal in Trademark prosecution department

Job Responsibilities:-

- Prepared new trademark applications and filed them at the Trade marks Registry
- Drafted Affidavits of use
- Replied to queries related to trademark filings i.e. cost queries, filing requirements, status queries, etc.
- Drafted responses to Examination reports
- Conducted trade mark journal watch through software and reporting the possible oppositions to Opposition department.

REMFY & SAGAR (Law firm)

Period: May 28, 2013 to March 2017

Duration: 3 years 10 months

Designation: Paralegal in Trademark prosecution department

Job Responsibilities:-

- Prepared and filed new trademark applications to be filed at Trade Marks Registry
- Replied to queries related to trademark filings i.e. cost queries, status queries, filing requirements, etc.
- Prepared legal opinions to clients on registrability of the mark
- Drafted responses to Examination reports be filed at the Trade Mark Office
- Reviewed the marks published in the journal and reported the publications to clients
- Reviewed the registration certificates and reported to clients.
- Assisted in hearing matters for Post registration requests, reported to clients for the hearings scheduled; and prepared documents for hearing.

CHADHA & CHADHA (Law firm)

Period: October 26, 2009 to May 24, 2013

Duration: 3 years 7 months

Designation: Paralegal in Trademarks department

Job Responsibilities:-

- Conducted online trade mark searches and sending search reports to clients.
- Filed the online applications to be filed at the Trademark registrars
- Maintained check lists and following up and supervising for filing / reporting work done by the Trade Marks department including New TM Application filings and reportings
- Reported publication reportings and registration certificate reportings to be sent to clients.
- Replied to all trade mark client queries, i.e., status queries, collaboration email queries, fee quotes queries, etc.
- Reported to clients regarding service of notice of opposition on us.
- Sent e-mail reportings to client through the software named Fileye, maintained records of all due dates in Fileye including Official Action reporting due dates, Hearing due dates, renewals due, Counter statements filing due dates etc.
- Updated the software Fileye on day to day basis regarding the current status of matters and the upcoming

due dates.

KADEN BORIS CONSULTING PVT. LTD. (Law firm)

Period: November 15, 2008 - March 16, 2009

Duration: 4 months

Designation: Executive Secretary

Job responsibilities:

- Replying to client queries
- Scheduled telephonic and personal interview
- Maintained library record and stationery record
- Maintained attendance record
- Attended phone calls
- Maintained files and records
- General administrative duties.

REMFY & SAGAR CONSULTANCY PVT. LTD. (Law firm)

Period: August 27, 2007 – November 14, 2008

Duration: 1 year 2 months

Designation: Office Assistant

Job responsibilities:

- Prepared responses and cases to be filed at the Indian Patent Office.
- Worked on MS Word and MS Excel
- Maintained files and records
- Prepared formal documents for deed of assignments
- Prepared documents for Patent prosecution matters
- Prepared reporting letters for First Examination Report
- Prepared divisional applications to be filed at the Patent Office
- Prepared requests for First Examination Report to be filed

Academic Qualification

- LLB from CCS university: 2014-17
- Three months online certificate course in Intellectual Property Rights from India Law Institute (ILI) in 2011
- B. Com Graduate from Delhi University in 2010
- Passed 12th standard from Mira Model School, Janakpuri in 2006
- Passed 10th standard from Mira Model School, Janakpuri in 2004

Additional Qualification

- One year Diploma in Office Management from New Delhi YMCA, completed in 2007.

Personal details

Name : Ashmeen Kaur
Date of Birth : August 14, 1988
Nationality : Indian
Marital Status : Married