

CURRICULUM VITAE

PANKAJ KATHURIA

House No. 625

Near Police Mess

Sector 22B

Gurgaon (Haryana)

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CAREER OBJECTIVE

To utilize my maximum talents and knowledge with positive attitude to learn and to be part of the team which has an eye on perfection and willingness to continuously deliver the best.

ACADEMIC QUALIFICATIONS

- B.Com from I.G.N.O.U., New Delhi in 2001
- LL.B - from CCS University, Meerut in 2016

TECHNICAL QUALIFICATIONS

- **PGDCA** course from **ET&T**, New Delhi
- **Passed 'O'** Level exam from DOEACC

EXPERIENCE

1. Working as Advocate Associate-IPR in Lex IP Care from April 2020 to June 2021.
2. Worked as Advocate Associate-IPR in Legalese Law Firm from October 2018 March 2020.
3. Worked as Associate-Attorney in Integreon Management Pvt. Ltd. From Oct 2017 to September 2018.
4. Worked as "Associate – Document Review" in UnitedLex BPO Pvt. Ltd. from June 2016 to January 2017.
5. Worked as "Legal Assistant (Patent)" in Laxmikumaran & Sridharan from July 2015 to May 2016.
6. Worked as "Senior Executive" in EXL Services (P) Ltd. from July 2009 to June 2015.
7. Worked as Executive (Back Office Operation) in Keane Worldzen (P) Ltd. from Dec. 2007 to July, 2009.
8. Worked as "Office Assistant – Cum –Data Entry Operator" to Member Secretary in Central Zoo Authority (An Autonomous Body under Ministry of Environment and Forest) from March 1998 to Nov. 2007.

WORKING AREAS

1. Advocate Associate –IPR (Trademarks, Copyrights & GI) in LEX IP CARE

Trademark Profile

- Corresponding with the Client for any enquiry & updating about the application and any document required to be filed in particular matter.
- Filing on-line Trademark Applications
- Searching & reporting about new trademark
- Filing of Replies to Examination Report & Formality Chk. Failed.
- Preparing User Affidavits for Show Cause Hearing and filing of the same along with supporting documents.
- Attending Show Cause Hearing for trademark applications in Delhi Trademark Registry.
- Drafting written submission for hearings appointed in Trademarks Registry
- Filing requests on-line related to submission of PoA, priority documents, extension of time, change of name, address, recordal of assignment etc.
- Filing of application for Legal Proceeding Certificate.
- Reporting Filing, Acceptance/Advertisement/Registration of the mark to the Client
- Filing of on-line renewal applications and maintaining of further deadlines
- Corresponding with the Trademarks Registry for correction of any clerical error on their part.

Trademark Oppositions

- Preparing & Filing Rectification and reply
- Preparing & Filing Counterstatement
- Preparing & Filing of Evidence by way of TM-45/46 & 47
- Preparing & Filing of IP Petition
- Reply to Examination Report
- Drafting of cease and desist notice

Copyrights Profile

- Filing on-line Copyright Applications
- Filing of Replies to Discrepancy Letter and Objection
- Corresponding with Copyright Office for any other discrepancy
- Reporting Filing and Registration of the copyright to the Client
- Corresponding & Reporting to the Client-Copyright matters

Geographical Indicator

- Filing of GI Applications with all formalities
- Filing of Application for Authorized User
- Corresponding & Reporting to the Client –GI matters.

2. Advocate Associate –IPR (Trademarks) in Legalese Law Firm

- Filing on-line Trademark Applications (Indian Trademarks Registry)
- Searching & Reporting about new trademark
- Filing of Replies to Examination Report.
- Preparing User Affidavits for Show Cause Hearing and file of the same along with supporting documents received from client.
- Attending Show Cause Hearing for clients' trademark application in Delhi Registry.
- Filing requests on-line related to extension of time, change of name, address, recordal of assignment etc.
- Reporting Acceptance/Advertisement/Registration of the mark.

Trademark Oppositions

- Preparing & Filing Rectification and reply
- Preparing & Filing Counterstatement
- Preparing & Filing of Evidence by way of TM-45/46 & 47
- Preparing & Filing of IP Petition
- Reply to Examination Report
- Drafting of cease and desist notice

3. Associate – Document Review” in Integreon

- a) Screening clients documents
- b) Categorization of documents
- c) Reduction of important information

4. Associate – Document Review” in UnitedLex

- d) Screening clients documents
- e) Categorization of documents
- f) Reduction of important information

5. Legal Assistant (Patents) in Laxmikumaran & Sridharan

- a) Interacting with clients & attorneys.
- b) Handling escalations & queries.
- c) Drafting documents.
- d) Organizing, indexing and tracking files.
- e) Providing administrative support to attorneys at the offices.

PERSONAL DETAILS

Name	:	Pankaj Kathuria
Father's Name	:	Sh. P.L.Kathuria
Date of Birth	:	30 th September 1971
Sex	:	Male
Nationality	:	Indian
Linguistic Skills	:	English and Hindi
Hobbies	:	Reading and Listening music