

Vatika Indora

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L.S. DAVAR & CO

1/2 Block F, Phase 1, Okhla Industrial Area, New Delhi – 110020

19/06/2022

Application for the position of Legal Associate

Dear Sir/Madam,

I am writing this cover letter to express my interest in the Legal Associate position within L.S. DAVAR & CO., if there is any job opening. With more than three years of extensive industry experience paired with exceptional field knowledge and expertise, I am confident that I would complete the role and all associated tasks successfully.

As stated in my enclosed resume, I am a BA LLB (H) graduate from Vivekananda Institute of Professional Studies and with a master's degree in Intellectual Property Rights from Guru Gobind Singh Indraprastha University. At the College/ university, I did internships that gave me explore to various laws and practical awareness about the legal system. This experience has allowed me to develop great time management skills and helped me to become an effective leader and communicator.

On top of my education, I worked as a Senior Associate at Aumirah IP (Formerly known as Aداstra IP Private Limited) for about 3 years. There, I am known as a pro-active individual with a proven track record of achieving extraordinary results. Besides managing and coordinating all aspects of preparing and reviewing documents and forms, and completing the trademark, Design and copyright registration applications, I was also in charge of training new staff and executing other clerical tasks as assigned. For meeting all assigned goals and objectives. Last but not least, I have a proficiency in English and offering the ability to use all software programs required for the position at an expert level.

Thank you for your time and consideration and I look forward to speaking with you in the near future.

Kind regards,

Vatika Indora

Vatika Indora
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ACADEMIC QUALIFICATIONS

College/ University/ Board	Subject/ Specialization	Year	Course/ Degree
Guru Gobind Singh Indraprastha University, Delhi	Intellectual Property Rights	2018-2019	LLM
Vivekananda Institute of Professional Studies, Delhi	General	2013-2018	BA LLB
Shanti Gyan Niketan, Delhi	Commerce	2013	Senior Secondary (12th)
Shanti Gyan Niketan, Delhi	General	2011	Metric (10th)

JOB EXPERIENCE

Senior Associate, Aumirah IP - (Formerly known as ADASTRA IP Pvt. Ltd.) Faridabad [July- 2019 to Present]

- Preparing Trademark Search Reports (India, USA, ASEAN countries), Journal Watch analysis.
- Drafting of Trademark, Design, Copyright applications.
- Drafted User Affidavit, Reply to Examination Reports of Trademark/ Design, Trademark Opposition, Counter Statement, Evidence, Cease and Desist Notices, Response to official Letters, Agreements and other documents in relation to IPR thereto.
- Reply to Discrepancy letter in copyright.
- Attended TLA hearing of Trademark.
- Conducting due diligence.
- Handling queries of client's.
- Advising and negotiating licenses, Agreement, registered user agreements.
- Drafting and vetting of Agreements as well as contracts.
- Portfolio Management and Analysis in all domains of IPR.
- Prepared PPT for Trademark, Design, Copyright, etc.
- Monitoring Docket functions in order.
- Training interns and trainees.
- Other related tasks as and when required.

INTERNSHIPS

- **Adv. Subhash Dixit - Dwarka Court, New Delhi [January- March 2018]**
 - Attended court proceedings in various District Courts, The High Court of Delhi.
 - Practical knowledge about filing in court, certified copy, Plaints etc.
 - Attended client meetings.

- Research on common topics related to criminal law.
- **Glorious Law Firm - Dwarka Court, New Delhi [July- August 2015]**
 - Basic job was as a Litigation and Research resource.
 - Learned basic practical knowledge on about how the court functions.
 - Research work on case laws and present ongoing matters.

RESEARCH WORKS

- A STUDY OF THE LAWS RELATING TO WHITE COLLAR CRIMES- NEED OF A BETTER FUNCTIONING OF LAW AND ITS OPERATING BODY
- INTELLECTUAL PROPERTY RIGHTS OF FARMERS IN INDIA-A LEGAL STUDY

LICENSES

- Bar Council of Delhi, Enrolment no.: D/5125/2018
- Dwarka Court Bar Association, Membership no.: V-599

SKILLS

- Proficient in MS Office, Email, Microsoft outlook and user friendly with Internet Tools.
- Ability to manage confidential information with discretion.
- Strong analytical and research skills.
- Presentation making and delivering skills.
- Strong organization skills & good with Zoho Workdrive.
- Good in public speaking.
- Excellent interpersonal and team building skills.
- Good with the Docketing tool i.e iolite.
- Well-versed with Mike legal watch tool.

Extra / Co-Curricular Activities:

- Certificate of participation in Legal Negotiator Workshop by Dr. Claudia Winkler (LL.M Harvard Law)
- Volunteer (Felicitation community) at 1st International Moot court Competition at Vivekananda Institute of professional studies.
- Certificate course of Computer awareness Program at Rai Infotech, Institute of information technology (Regd. With Govt. of N.C.T. of Delhi)

PERSONAL DETAILS:

Father's Name: Mr. Ratan Indora

Mother's Name: Mrs. Kamlesh Indora

Date of Birth: 05-01-1995

Gender: Female

Marital Status: Unmarried

Hobbies / Special Interest: Reading, Listening Music, Travelling.

Strengths/ skills: Ambitious & mindful, Cost reporting & Management, Adaptable & Agile, Conflict resolution & De-escalation, receptive & resourceful.

Language known: Hindi/ English (Read/Write/Speak), French (Basic)

Permanent Address: H.no-106, Surya Vihar, Deendar pur, near Najafgarh, New Delhi, Pin: 110043

Declaration:

I hereby declare that the above information is true and correct to the best of my knowledge.

(Vatika Indora)

Date: 03rd July 2022

Place: Delhi