

JAVED KHAN

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I am result-oriented with extensive experience and knowledge in IP and commercial law. As a Corporate and IP Law practitioner have gained an extensive knowledge in managing corporate legal affairs and responsibilities while also ensuring company's mission and visions are achieved.

I am driven to develop and expand my own abilities and knowledge and have a proactive approach to complete any additional tasks or take on responsibility for professional progress. I have gained a broad experience as a paralegal in a variety of corporate law areas. Furthermore, I also have experience in regulatory and recovery transactions and am very familiar with partnerships, trusts, and regulatory laws. I trust and hope this skill set will allow me to meet objectives for the organisation I work within.

EXPERIENCE

SEPTEMBER 2021 – PRESENT

Customer Service Assistant, Euro Garage Group, Bournemouth

- Responsible for managing all aspects of the fuel product offering at the store level.
- Perform store opening duties, including counting cash drawers and checking all equipment for proper functioning.
- Monitored stock levels on shelves, and stockrooms and ensured ordering low-stock supplies.
- Performed sales floor work, assisting customers with a great customer service model to ensure customer engagement.
- Dealt with customer complaints calmly and professionally, providing appropriate solutions for continued customer satisfaction
- Adhered to the execution of established safety, security, quality and store operations policies, procedures and practices.

JANUARY 2012 – JULY 2016

Paralegal, Khan & Associates Legal Services

- Acted as a legal administrative, maintained litigation file, reviewing and preparing material for storage or disposal once a case has closed.
- Coordinated trial exhibits by organising materials, writing documentation and preparing digital materials and displays.
- Assisted with intellectual property litigation, oppositions, and enforcement of the client's intellectual property rights.
- Conducted Intellectual Property searches and prepared summaries for the client and attorney for review.
- Assisted with the preparation, filing, and prosecution of domestic trademark applications,
- Reviewed and researched trademark and domain name watch services for potential infringements.
- Reviewed mortgage documents and title searches, prepare title insurance policies, and schedule closings with the lender and all parties.

EDUCATION

JAN 2021– JUNE 2022 BOURNEMOUTH UNIVERSITY, UNITED KINGDOM.
LLM IN INTELLECTUAL PROPERTY LAW WITH MERIT (FULL-TIME)

(AWARDED CITMA FOUNDATION LEVEL QUALIFICATION FOR TRADEMARK ATTORNEY)

2019 -2020 NATIONAL LAW SCHOOL OF INDIA UNIVERSITY(NLSIU),
POST GRADUATE DIPLOMA IN INTELLECTUAL PROPERTY RIGHTS LAW (PGDIPRL)

2016 – 2019 CAREER POINT UNIVERSITY, INDIA
BACHELOR OF LAW (LLB) WITH MERIT

SKILLS

- Extensive knowledge of the UK and International trademarks, copyrights, patents, trade secrets, and commercial law.
- Broad knowledge of the Paris Convention and Madrid Protocol and their deadline and filing procedures.
- Expert navigation of the U.K. & Indian Patent and Trademark Office.
- Proficiency with technology including Microsoft Office, Adobe Acrobat, Lexis/Nexis, Westlaw, and other internet research tools.
- Proficient with corporate and retail banking, partnership firm and regulatory and compliance.
- Ability to make quick legal decisions for business matters.
- Attention to detail and good research skills.
- Excellent communication, time management and organizational skills.
- Comfortable working in a team and independently, capable to take initiative to move projects to a conclusion.

INTERESTS, MEMBERSHIPS & ACHIEVEMENTS

- **Student Ambassador for the LLM**
Attended regular meetings with members of staff at The University of Bournemouth to ensure that the concerns of my peers were addressed.
- **Mooting**
First Position in Moot Court Inter College Competition in Kota.
- **Awards**
 - Academic Excellence award for outstanding performance in LLB.
 - Received Sure Shot Award from ICICI Prudential Life Insurance for being the Best Trainee in Banc Assurance Sales Department.
 - International Introduction to Securities & Investment (IISI): Chartered Institute for Securities & Investment (CISI), UK
- **Membership**
 - Member of All India Bar Association and Rajasthan Bar Council.
 - Membership of Chartered Professional Body (CISI) U.K.
 - Membership of CI Arb's Young Members Group (YMG).

* References available upon request