# Ms. Reena Bharti

76, Malikpur, Koli, Lane No. 1, Rangpuri, Mahipalpur, Delhi

M: 8896127087; E: reena291091@gmail.com

**Education:**

**LL.B.** from C.S.J.M., Kanpur University (2022)

**MBA** from G.B.T.U., Lucknow University (2014)

**M.A.** in Educationfrom C.S.J.M., Kanpur University(2012)

**B.A.** in Economics and Education from C.S.J.M, Kanpur University ( 2010)

**Experience:**

Paralegal, ***Sewak & Associates***, Intellectual Property Attorneys - March, 2017 to date

 Trade Mark database management, searching Trade Mark Journals, receiving correspondence through the Trade Mark Registry’s e-filing system, updating trade mark statuses in office records from Trade Mark Registry website, preparing trade mark portfolio reports for clients, searching cause lists, maintaining court diary; handling office stock and inventory list, daily courier dispatch; handling calls for partners, maintaining accounts; litigation support, preparing photocopies and documents for filing in court; assisting Ms. Shefali Sewak, Partner in legal matters.

Store Manager, ***Rhapsody Nail Studio***, DLF Mall - January 201 6 to March, 2017

 Accounts handling, client management, employee incentives and inventory maintenance.

Customer Care Executive, **Cilory.com Pvt. Ltd.** -October 2015 to December 2015

**Strengths:**

* I have a good understanding of the Trade Marks Registry’s online database and e-filing
* I have been working in a law firm for the past five years, and understand the work well.
* I am diligent and trustworthy.
* I have a positive attitude.
* I enjoy challenges and learning new skills.

**Professional membership:**

Bar Council of Delhi.

**Languages:**

Hindi and English.

**Objective:**

I am seeking a challenging position in a law firm where I can be an asset to the organization by contributing to the workflow, and from where I can enhance my legal knowledge and hone my skills.

**Reference:**

Ms. Shefali Sewak, Partner, Sewak & Associates, Intellectual Property Attorneys, Delhi

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[www.sewakandassociates.com](http://www.sewakandassociates.com)