

SHREYA WALDIA

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PROFESSIONAL SUMMARY

- Y Legal Assistant with an experience of more than **5 years** offering excellent analytical and problem-solving skills.
- Y In-depth knowledge of Trademark and Copyright Laws
- Y Practical Knowledge of Industry Standards and best practices.
- Y Ability to handle pressure in critical situations.
- Y An effective communicator with strong relationship management skills.
- Y Expertise in Intellectual Property Rights and Trademark.

ACCOMPLISHMENTS

- Y 1 year PG diploma course in Intellectual Property Rights from Indian Law Institute, New Delhi (2017-2018).
- Y 1 year online diploma course in Intellectual Property Rights from Gujarat National Law University (2015-2016).
- Y Degree of an Advocate from Bar Council of Delhi. Cleared the All India Bar Examination (2017).
- Y Successfully completed a short online course on Intellectual property and Internet through Gujarat National Law University in 2014.
- Y BA- LLB (H ons.) from Amity Law School Centre-2, Noida in 2016.

- Y Attended a course in Manupatra Online Search Portal (Indian Law SearchEngine), MSOffice.

WORK HISTORY

SENIOR ASSOCIATE, January 2019- till Present

LALJI TRADEMARKS, D-85, D BLOCK PARK, SECTOR 63, NOIDA

- Attend TRADEMARK Show Cause Hearings at the Trademark Registry, New Delhi and initiating the compliances of the same.
- Attend TRADEMARK Opposition Matters at the Trademark Registry, New Delhi
- Drafting and attending requisite matters (hearing/ opposition matters) of Lalji's sister concern company Mahtta & Co., Ludhiana.
- Drafting TRADEMARK Legal drafting with respect to Opposition Matters- Notice of

Opposition, Counter Statement, RULE 45(EVIDENCE IN SUPPORT OF OPPOSITION), Rule 46(EVIDENCE IN SUPPORT OF APPLICATION), Rule 47 (Rebuttal Evidence).

- Post Registrations drafts- Rectification matters (IPAB petition, Registry petition, Counter- statement, Evidences), court drafts, legal notice, miscellaneous affidavits etc.
- Drafting of TRADEMARK Examination Report Reply, final process of Legal Notice and their Replies in accordance with client's legal requirements.
- TRADEMARK Miscellaneous (TM-M), Renewal letters (TM-R), (TM-P), Assignment Deed, Undertakings, etc.
- Drafts regarding Copyright Examination Report Replies and Design law legal notices
- Head of Design Law Department
- Handling and managing client's trademark legal queries.
- Basic court drafting and visits in district courts , Trademark Registry
- Handling a team of 8 people reporting to me and training them and reviewing their day-to-day work.
- Currently pursuing courses in CTech Law contract, Advance course in contract drafting and Negotiation / Regulatory Compliance and Diploma in Social Media and Security Law in India.

Legal Associate, 2016-2019

FACTUM LEGAL, NEW DELHI

- Drafting of interpretation and analysis of the monthly based legal notifications on Compliance basis by various Ministries of India.
- Interpreting the notifications on monthly basis (Laws covered are Security laws, FEMA, Corporate Laws and Environment Laws).
- Trademark searches and filing
- Analysis of interpreted notifications.
- Reviewing contracts, legal documents
- Compiling the project details on monthly basis into one uniform presentation.
- Preparing presentations for Clients.

INTERNSHIPS

Y **Worked under Senior,
AdvManoj Bose(2011)**

Office: Chamber no.4,Civil
Court Compound, Kanpur.

- Υ **Worked under High Court Lawyer, Adv. Puneet Mittal on criminal cases(2012)**
Green Park, New Delhi.
- Υ **SINGHANIA&PARTNERS (2013)**
Green Park Extension, Block P, Green Park, New Delhi. (2013).
- Υ **FOX MANDAL Pvt Ltd(2014)**
A-9, Sector-9, Noida.
- Υ **HCL INFOSYSTEMS (2015)**
(Corporate Law Department) Sec-11, E-4, 5, 6, NOIDA
- Υ **KOCHAR & COMPANY (2016)**
11th Floor, Tower A, DLF Towers,
Jasola District Center, New Delhi.

EDUCATION

INSTITUTE	COURSES	YEAR	PERCENTAGE
Indian Law Institute, New Delhi	PG Diploma in IPR	2017-2018	62
Gujarat National Law University	PG Diploma in IPR (online)	2015-2016	75
Amity Law School Centre	BA LLB(Hons)	2011-2016	6.62(CGPA)
Delhi Public School	12th C.B.S.E	2010	76.6
Delhi Public School	10th C.B.S.E	2008	82.6

I hereby certify that the information contained herein is true and correct to the best of my Knowledge, information and belief.

Date: 2nd February,2023

Place: New Delhi