

CHANDARPAL SINGH
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OBJECTIVE: To obtain a challenging position as a Paralegal in the field of Intellectual Property Law utilizing my 14 years of experience in trademarks, designs, copyrights and patents.

EDUCATION: Bachelor of Arts, University of Delhi, School of Open Learning in 2006

OVERALL EXPERIENCE:

A seasoned paralegal with 14 years of experience in the field of IPR law, seeking an opportunity to apply extensive legal knowledge, organizational skills, and collaborative competency at a reputable environmental firm while making a significant contribution to the company's success.

Paralegal experience is focused on:

- Possessing comprehensive knowledge of Trademarks, Industrial Design, Copyright, and Patents procedures in India.
- Proficient in preparing and filing various Trademark, Industrial Design, and Copyright Applications and forms through e-filing.
- Managing Trademark Madrid filings for Indian clients, ensuring compliance with international trademark regulations.
- Proficient in the preparation and filing of applications through the Madrid System, facilitating international trademark protection for clients.
- Collaborating with clients to gather necessary documentation and information for Madrid applications.
- Preparing and filing Responses to First Examination Reports in Industrial Design matters.
- Preparing and filing Responses to Examination Reports and Provisional Refusals issued in Trademark matters, as well as deficiency letters issued in Copyright applications.
- Conducting Public Searches on the website of the Trademarks Office and preparing reports accordingly.
- Physical and digital maintenance of files.
- Responding to calls, emails, and written letters from clients and both Indian and overseas associates.
- Checking Trademark and Industrial Design Journals weekly.
- Diligently tracking and monitoring Watch Notices related to trademarks in India and reporting them to clients.
- Developing and maintaining clients' portfolios and databases for Trademark, Industrial Design, and Copyright.
- Maintaining and tracking deadlines related to Replies to First Examination Reports, Trademark Oppositions, Rectifications, Evidence and Provisional Refusals, etc., for Industrial Design and Trademark matters.
- Miscellaneous tasks such as drafting and sending various correspondence letters to Clients, Associates, and the Indian Intellectual Property Office.
- Preparation of various covering letters for billing, notice of opposition, counter statement, evidence under Rule 45, 46, and 47.
- Timely follow-up with the Indian Intellectual Property Office regarding pending Design, Trademark, and Copyright matters.
- Sending reporting emails to clients regarding published conflicting marks.
- Dispatching invoices and bills to clients.
- Dispatching cease and desist notices, evidence related to trademark oppositions to opposing parties

- Exercising utmost discretion when dealing with sensitive topics and deadlines.
- Researching and analyzing legal matters for specific cases.
- Strictly adhering to and enforcing the filing system.

EMPLOYMENT RECORD:

➤ **Obhan & Associates**

Design, Trademark and Copyright Paralegal From 2012 to till date: Demonstrated comprehensive knowledge of design and trademark procedures in India, specializing in providing legal support and assistance in these areas. Prepared and filed numerous design and trademark applications ensuring accuracy and adherence to legal requirements and guidelines. Managed the complete process of design and trademark filings, including conducting thorough searches, drafting application documents, and coordinating with clients for necessary information and documentation. Proficiently utilized e-filing systems to submit applications electronically, expediting the filing process and ensuring compliance with electronic filing requirements. Successfully handled the registration and maintenance of designs and trademarks, regularly liaising with the Indian Intellectual Property Office to track application progress, respond to office actions, and overcome any challenges or objections. Conducted extensive research on existing trademarks to assess their potential for infringement or conflicts, providing valuable insights to attorneys and clients. Assisted attorneys in drafting and reviewing legal documents, including trademark assignments, licenses, and settlement agreements, ensuring accuracy and compliance with relevant laws and regulations. Collaborated closely with clients, offering guidance and support throughout the design and trademark registration process, addressing their queries, and providing updates on the progress of their applications. Sent Cease and Desist Notices to opposing parties and filed Notices of Opposition and other responses to the Indian Intellectual Property Office.

➤ **Obhan & Associates**

Patent Paralegal from January 2009 to till 2012: Physically prepared and filed patent applications and related forms for clients. Adhered to strict deadlines and ensured timely submission of patent documents. Managed the physical filing system for patents, maintaining organized records. Collaborated with attorneys and clients to gather necessary information and documentation for patent applications. Assisted in the preparation of responses to office actions and other correspondence related to patent prosecution. Coordinated with external parties, such as patent offices and inventors, to facilitate smooth communication and document exchange. Assisted in the preparation of internal reports and updates on the progress of patent applications. Maintained confidentiality and exercised discretion when handling sensitive patent information.

SKILLS:

- Proficient in Microsoft Office, including Word, Excel, and PowerPoint
- Familiarity with intellectual property management software, such as IOLITE
- Good written and oral communication skills in English and Hindi
- Ability to work independently and in a team environment
- Attention to details

PERSONAL DETAILS:

- **Father's Name** : Mr. Dharam Singh
- **Marital Status** : Married
- **Date of Birth** : 11th January, 1987
- **Nationality** : Indian
- **Languages known** : English, Hindi

DECLARATION:

I hereby declare that all the information mentioned above is true to the best of my knowledge.

DATE :

PLACE : New Delhi

CHANDARPAL SINGH