

RESUME

Prem Kumar Chhetri

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OBJECTIVE:

Seeking a position to utilize my skills and abilities in the industry that offers security and professional growth while being resourceful, innovative & flexible.

EDUCATIONAL QUALIFICATION

Matriculation from C.B.S.E [Year 2008]

Kendriya Vidyalaya

Intermediate (10+2) from C.B.S.E [Year 2012]

Open School Delhi

BA, from Rajasthan (Alwar) University [Year 2015]

TECHNICAL

Working in MSOffice, Excel, Internet searching, PDF Editing Bookmarking, OCR.

WORK EXPERIENCE.

Working in Trademark, Copyright, Design filling and trademark litigation at High court, District Court work in **Vaish Associates** from August 01, 2006 till now.

Work Responsibility:

- Opening of the Trademark files in Database and fill the required information's.
- Docketing and updating the files in Database
- Preparing and filing all type of forms related to trademarks, Copyright & Design filing.
- Arranging and filing trademark applications/Oppositions/Change of name/Merger / Assignment in Indian Filing application for registration of the trademark/Renewal/change of Name/Assignment/Merger, pre-response to the examination report, final response to the Examination.
- Searching Trade Marks Journals and advising clients.

- Drafting applications Trademark, Copyright and Design.
- Drafting emails and send confirmations to client, when any development takes place in the file. i.e. Filing particulars, Status Update, Publication of the marks and upon registration of the marks.
- Preparing watch Notices and sending the same to client.
- Maintain records of all incoming and outgoing emails received in office.

Work Responsibilities.

- Drafting & preparing TM- 1 Applications form/search form and investigation report
- Filing documents with Trademark Registry and Patent office Delhi and following up with concern officer of registry on behalf of **Vaish Associates**
- Doing data entry of trademark published in the Trademark Journal of India
- Searching and compare outside trademark published in the trademark journal for opposed using software MIKE LEGAL

Presently working with **Vaish Associates Advocates**” from April 1, 2006

PERSONAL INFORMATION

Date of Birth: September, 1982

Marital Status: Married

Nationality: Indian

Languages known: English, Hindi.

Father's Name: Shri S. B. Chhetri

PERSONALITY PROFILE

Independent, Self Starter, with the fierce desire and excel in whatever I take up. I do not shirk hard work and is easily adaptable to the existing environment. I accept difficulties as challenges.

I certify that the information furnished above is factually correct

(Prem Kumar Chhetri)