

NIDHI PANCHAL

SHAHDARA, DELHI

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Legal assistant with an associate degree in paralegal studies and two years of work experience in *YASH & ASSOCIATES, ADVOCATES & IP ATTORNEYS* law firm where I handled client communication, managed accounting formalities and assisted lawyers with legal documentation. Seeking a legal professional position at DSD LAW to work with industry experts and contribute to company success.

EXPERIENCE

2022 TO PRESENT

IP PARALEGAL

YASH & ASSOCIATES, ADVOCATES & IP ATTORNEYS, NEW DELHI

Working in a mid-sized Legal firm to provide professional legal services for individuals and business clients. Provide full range of services, include drafting legal documents, conducting research, preparing legal report, and other as follows:

- Prepares Trademark & patent applications for filing at the Registry
- Draft and filing the documents all IP related work such as reply to examination report, counter statements and oppositions, assignments.
- Collaborating with the USPTO, WIPO, IP INDIA, attorneys, foreign associates, and staff.
- Extracting relevant IP information from official USPTO, WIPO, IP INDIA databases and correspondence.
- Support attorneys to prepare documents pertinent to oppositions, cancellations or litigations. Develop and execute trademark portfolio reports.
- Convey and draft instructions to foreign counsel related to trademark matters
- Generating docket reports, performing IP docketing, and tracking deadlines.
- Draft all the legal documents such as agreements, legal contract and deeds.

2021– 2022

SEMI- QUALIFIED COMPANY SECRETARY

LEGAL RAASTA, NEW DELHI

- Ensuring the compliance of the Company and the Board of Directors with the relevant laws, rules & regulations, resolutions of both the Board and AGM's meetings including corporate governance practices.
- draft agendas, Board documents and notes, Minutes, etc.
- Filing of ROC forms, maintaining statutory registers and secretarial records
- IPR filings and related compliances

- Holding and Conveying Board meetings and General meetings
- Conduct research and apply for different license/ registrations such as FSSAI license, APEDA, drug license, RERA certificates etc.

EDUCATION

- **LLB (PURSUING FINAL YEAR)**
- **SEMI- QUALIFIED COMPANY SECRETARY (ICSI)**
- **BACHELOR IN ACCOUNTING**

SKILLS

- Compliance
- Knowledge of legal terminology
- Time management
- Organized & Detail-Oriented
- Exceptional oral and written communication
- Proficiency with MS word, excel and outlook

ACTIVITIES & INTERESTS

- Literature
- Environmental conservation
- Art
- Yoga
- dance
- Travel