

MAMTA RATHI



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CAREER OBJECTIVE

It is my endeavor to take up a challenging assignment, which demands responsibility, innovation and creativity; to work in an environment where I can prove my skills and contribute towards the organizations growth in conjunction with personal advancement.

WORK EXPERIENCE

As Process Support Assistance (Trademark Secretary) at De Penning & De Penning since June 2015

About Firm: - Founded in 1856 and being the oldest established firm of intellectual property law firm in India

Key Responsibilities:

- Assisting Attorney with the work assigned, managing hearing calendar and preparing the files required for hearing.
- E-filing Trademark Application Forms, priority documents, Reply to Examination Report/ Office action, Response to Notice of Provisional Refusal, RTI application, Post-Registration recordal (FORM TM-P for change of name, address, merger and assignment), Opposition/Rectification FORM TM-O, Evidence in support of application/opposition, evidence in reply, further evidence and reporting thereof
- Preparing the debit note requisition and forwarding to accounts.
- Preparing and filing of Copyright applications and reporting to client.
- Preparing and filing follow-up letter at Trademark Office
- Docketing and Monitoring Trademark Applications until Registration and further renewals, Opposition and taking care of deadlines.
- Post Registration Recordal - Forwarding & Followup with the clients for required documents.
- Monitoring Post Registration recordal and reporting the allowance order to the client.
- Reporting to client the status of Trademark Application upon any developments, hearing notice
- Checking of Journal advertisement and Registration Certificate and reporting thereof.
- Updating the physical files with filing documents, email correspondences and invoice.

As Process Support Assistance (Trademark Secretary) at Sushant M. Singh & Associates January 1, 2011 to May 2015

About Company: - As a firm, it basically it deals in the field of intellectual property.

Key Responsibilities: Billing and Admin

- Preparing Forms for filing Applications, amendments, renewals i.e. TM-1, TM-16, TM-12, TM-10, TM-13, TM-50, TM-56.
- Online and offline filing of Trade Marks Applications.
- Sending requirements for filing the Trade Mark Application to the clients.
- Sending the requirements for filing the Trade Mark Renewal to the clients.
- Monitoring for Journal, Opposition and Registration and checking and reporting thereof.

- Responding to clients minor queries (For example : Status for the applications)
- Preparing Reminder and followup letters.
- Regular checking and making the records of Renewal of Trade Mark
- Maintaining the records of trade mark application, renewal, registration
- Measuring the deadline for trade mark journals, Opposition, evidences, Counter Statement, Renewal etc.
- Reporting to Client about Published marks in TMJ Journals
- Trade Mark Journal Watch
- Sending and receiving Courier
- Attending incoming and outgoing Phone calls
- Preparing letters for Trade Marks Registry for issuance of Examination Report, Appointment of Hearing, issuance of renewal certificate, issuance of registration Certificate, followup letters for correction of errors occurred in Journal Advertisement and Registration Certificates, for correction of database of Registry website etc.
- Maintenance of database
- Administrative functions

EDUCATIONAL CREDENTIALS

- 10th passed Central Board of Secondary Education in 2007
- 12th passed Central Board of Secondary Education in 2009
- Bachelor of Arts from Delhi University
- D.Ed. Passed Madhya Pradesh Board of Secondary Education

Technical Qualification:

- Technical Skills: Familiar with Computer Fundamental with Knowledge of Computer Applications
- Internet , Email,
- Typing etc.

Personal Information

Father's Name : Late Shri Sunil Kumar
 Date of Birth : 21st July 1989
 Gender : Female
 Marital Status : Unmarried
 Nationality : Indian
 Religion : Hindu
 Languages Known : English, Hindi
 Strength : Positive Attitude, Proactive, Good Learner, Hard Working, Result Oriented, Team Spirit.

(Mamta Rathi)