

NEHA HARRIS

Trademark Paralegal

An experienced Intellectual Property Professional (7+ years in the field of IP) looking forward to securing a challenging position in a reputable organization. Strong expertise in Trademark watchdog and analysis. Additionally, I had around 2 years of experience as assistant before joining the IP Field.

Email: nehaharris1707@gmail.com

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Location: New Delhi

WORK EXPERIENCE

TRADEMARK PARALEGAL

LALL & SETHI, AN IPR LAW FIRM

16/03/2016 – till date

New Delhi

Role and Responsibilities

Researching/Reviewing Trademark: Researching existing trademarks to ensure that their owners have not abandoned them or that they are not too similar to existing trademarks already registered with the USPTO, IPAB, Reviewing trademark applications to ensure that they meet all legal requirements, including those related to the type of goods or services being offered.

Trademark Search: Conducting trademark searches to identify potential conflicts between proposed trademarks and those that have already been registered, prepare search citations table based on the search reports, filing up search opinion template on instruction, preparing and dispatching documents - Form-7 for design Search and, mailing Journal Advertisements to Lawyers on instructions, and sending search instructions to other countries LA.

Prepare Watch Notice: Preparing draft covering letter for sending watch notices to the client, preparing Watch Notice and send to client, and worked on conflict files.

Docketing: schedule, calendar, and track deadlines in legal proceedings, dispatching document - RTI and docketing of email

Writing Emails: Writing emails to client queries and acknowledging emails.

Billing: Check billing for searches, watch notices and conflict matters

Follow-up: follow up with client on watch notices, follow up with client for registration of new applications, and sending reminders to LA to get search reports.

Database: Trademark Journals published by IPO.

EXECUTIVE

Sri Sharda Institute of Indian Management

08/2013 - 12/2016

New Delhi

Role and Responsibilities

Conduct Exams of the Student, prepare mark sheets, prepare question papers for the students, to inspect whether the students are satisfied with the faculties or not, and give duty as an invigilators at the time of examination.

SKILLS

Docketing

Trademark Watch-Notice

Trademark queries, Trademark searches

Well versed with Trademark databases

EDUCATION

Bachelors in Computer Application

NIMS University, Jaipur, Rajasthan

2010 - 2013

Percentage - First Division

Senior Secondary School, 12th

CBSE

2008 - 2010

Higher Secondary School, 10th

CBSE

2007 - 2008

TRAININGS

Computer Course from Infoland Institute, New Delhi.

(Feb 2010- April 2010)

Typing course from Infoland Institute, New Delhi.

(Feb 2010- April 2010)

PERSONAL DETAILS

Date of Birth: July 17, 1992

Nationality: Indian

Hobbies: Singing, Drawing

