

COVER LETTER

MITIKA SUVARNA

I am a 2020 law graduate with specialization in Intellectual Property Rights. My last work experience was at GNK LEGAL, based in Mumbai, headed by Adv Gitika Khanchandani.

Over the course of my professional experience in the subject, I have had the opportunity to assist in advising pharmaceutical companies, several start-ups, companies in the Hospitality industry, production houses, SAAS providers to name a few, in managing, protecting and/or safeguarding their Intellectual Property Rights. I have also assisted in advising several International entities and/or individuals in safeguarding and/or managing their IP portfolio in India.

I have assisted and appeared before the Hon'ble Bombay High Court for various Trademark and Copyright Infringement and/or Passing off matters. I have majored in Trademark Litigation, prosecution and transactional matters. I have hands-on experience with advising clients on the various segments of Trademark prosecution, Opposition/rectification and litigation proceedings. I have also been part of the transactional proceedings including but not limited to., drafting of Co-existence Agreement, Non-Disclosure Agreements, Licensing of Intellectual Property via License User Agreement, to name a few. I am comfortable working independently and collaboratively with others.

I am confident and positive that with my acquired skills and knowledge, I will be able to contribute to the firm's ongoing success to the best of my abilities.

Under the cover of this letter is my resume for your consideration and kind perusal. I look forward to hear from you.

Best & Warm Regards,
Mitika Suvarna

MITIKA SUVARNA

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➤ **OBJECTIVE:**

To work with an esteemed and progressive organization with full dedication to enhance my knowledge and the nuances of the subject under the leaders of the profession. To build a strong foundation for a successful career.

➤ **EDUCATIONAL QUALIFICATION:**

- BLS.LLB (2020 Batch) - Rizvi Law College, Mumbai.
- Company Secretary (CS) Foundation – June,2017 – 60%
- Higher Secondary Certificate (12th Grade) – 76% (February, 2015)from R D National College, Bandra;
- Secondary School Certificate (10th Grade) – 70% (March, 2013)from St. Charles Convent High School, Santacruz.

➤ **WORK EXPERIENCE:**

GNK LEGAL
(Mumbai) Adv. Gitika
Khanchandani

Designation- Associate
27thJanuary,2021- 13th June, 2023

IP Litigation and Prosecution

1. Assisted and appeared before the Hon'ble Bombay High Court on various cases involving Trademark & Copyright infringement and/or passing off, mentioning of matters before the Hon'ble Bombay High Court, Briefing Counsels on various proceedings before the Hon'ble High Courts, Drafting and filing of Caveats, Writ of Summons, Consent Terms, plaints, Interim Applications and various pleadings before Hon'ble High Courts.
2. Handling the Trademark Opposition, Rectification Proceedings before the Trademark Registry Tribunals. (Drafting of Notice of Opposition, Counter Statements, Evidences under Rule 45, 46 & 47 of the Trademark Rules, 2017 as the case may be, Interlocutory Petitions, Written Submissions), Attending of Trademark Opposition and Rectification hearings before the concerned Tribunal, Drafting of Cease and Desist Notices.
3. Drafting of Co-existence Agreement, License User Agreements, Non-Disclosure Agreements, Drafting Deed of Assignment for Assignment of Intellectual Properties. Advising clients on the possibility of getting Trademarks registered, copyrighting various works, and getting Industrial Designs registered. Conducting Public Search prior to getting a Trademark registered, assisted on advising International entities and/or individuals on managing their IP portfolio in India.
4. Filing of Trademark, Copyright and Design Applications and the subsequent compliance to the discrepancies issued by the concerned Tribunal, attending hearings before the Trademark Registry for registration of a Trademark, attending hearings before the Designs Office, Kolkata for registration of a Design.

**Holla Associates (Bangalore) Virtual
(Fifth Year LLB) Designation- Intern**

15th July, 2020- 7th August, 2020

Extensive Research on the Trademarks Act, 1999 and the Rules, 2017, Copyright Act, 1957 and the Rules 2013, Patents and Designs Act. The Succession Act.

W.S. Kane & Co. (Mumbai)

(Fifth Year LLB) Designation- Intern

4th March, 2020- 19th March, 2020

Drafting and Filing of trademark & Copyright Applications, Miscellaneous Applications TM-M, Reply to Examination Report issued by the Trademark Registry. Drafting and Filing Notice of Oppositions. Conducting Search on the Trademark Registry Website and preparing reports prior to filing of a Trademark, conducted research on various aspects of IPR Laws, Conducted extensive research on Arbitration and Conciliation Act, 2019, Indian Evidence Act, Hindu Succession Act, Micro, Small and Medium Enterprises Development Act,2006.

Worked with Justice S. J. Kathawalla of Bombay High

Court. (Fifth Year LLB) Designation- Judicial Internship

3st February, 2020 – 3rd March,2020

Researched on various aspects of Mumbai Municipal Corporation Act 1888, Maharashtra Regional and Town Planning Act 1966, Assisted in preparing circular for appointment of panel advocates of Mumbai Municipal Corporation, Proofreading, briefing matters on board.

Worked with Ms Yogita Deshmukh, Advocate of Bombay High

Court. (Fifth Year LLB) Designation- Intern

1st July, 2019 – 30th September, 2019

Assisted in drafting Synopsis for First Appeal in a matter before the Bombay High Court, Drafted Affidavit of Services in a matter before Bombay High Court, Researched on Section 173 of the Motor Vehicles Act, 1988. Researched on Section 138 of Negotiable Instruments Act 1881, Researched on section 378(4) of CrPC, Assisted in briefing cases before the Bombay High Court.

Little & Co. (Mumbai)
(4th Year LLB) Designation- Intern
5th February 2019 – 28th February 2019

Assisted in drafting Counter Claim in a matter before the Bombay High court, researched on various aspects of Trademarks Act, 1999, Assisted in drafting a suit in the matter before Bombay High court, researched on section 281 of Income Tax Act , 1961, researched on the Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002, assisted in briefing various matters, assisted in preparing Draft Issues in a matter before the High Court, assisted in drafting Affidavit of Evidence in a matter before the Bombay City Civil Court, assisted in preparing Dealership Agreement, assisted in preparing Legal opinions relating to sections 114(2)(c) and 196 of the Companies Act, 2013. Researched on Article 47 of Maharashtra Stamp Act, 1958.

L&A Legal

Adv Akash Menon, Bombay High Court

18th June, 2018 – 24th July, 2018 – Internship (third year LLB)

Assisted in drafting legal notices, assisted in drafting Insolvency Petition under Section 9 of Insolvency and Bankruptcy Code, 2016, assisted in drafting Consumer Complaint under Section 2(1)(c)(II) of Consumer Protection Act, 1986, assisted in drafting Probate Petition, researched on Section 12 of Arbitration and Conciliation Act, 2015 and prepared case summaries.

EXTRA-CIRRICULAR ACTIVITIES:

- **Attended the Virtual Summer School on IPR (Intellectual Property Rights) organized by IP ASSISTO.**
- **Won Essay Writing Competition organized by the Law Audience Journal,** wherein my essay ‘Increase in Domestic Violence during the period of Lockdown’ was published in the said Journal.
<https://www.lawaudience.com/increase-in-domestic-violence-during-the-period-of-lockdown/>.

COMPUTER SKILLS:

- MS-CIT Course (Maharashtra State Certificate in Information Technology).

PERSONAL INFO:

- Date of Birth : 12.06.1997
- Nationality : Indian
- Gender : Female
- Languages known : English, Hindi and Tulu
- Hobbies : Reading Books, Travelling, Playing Basketball, badminton, Swimming, Meeting new people.