

Cover Letter

Dear Sir/Madam,

I am writing to express my interest in the Trademark Associate role at L.S. DAVAR & Co. I have passion for law and with my strong academic background, practical experience, I believe I would be a valuable asset to your team.

I have gained significant experience in the legal profession at my current company FastInfo Group. My journey with FastInfo Group provided me the opportunity to draft and review a diverse range of legal documents such as trademark application, objection reply, trademark opposition, opposition counter statements, agreements, NDAs, employment agreement, legal notices, demonstrating meticulous attention to detail and accuracy. Additionally, I played a pivotal role in leading a team of 4 advocates and trained them in the domain of trademark and ensured timely filing of trademark and meeting the deadline. Furthermore, I had the privilege of appearing before the Registrar for trademark Hearing and I have successfully done 70+ hearings.

Complementing my practical experience, I am pursuing certifications in Technology Law, Fintech Regulation, Technology Contract, US Technology Law, and Paralegal Studies from LawSikho, further enhancing my knowledge and expertise in the legal field.

I hold a Bachelor of Law (LLB) degree from Kingston Law College, WBSU, and a Bachelor of Commerce degree in Advanced Accounting from Goenka College of Commerce and Business Administration.

Additionally, I'm excellent at communicating, both verbally and in writing. My record demonstrates my capacity to make wise decisions and professionally accept responsibilities. I am a cooperative team member that values criticism and helps to foster a good team environment. My proficiency with MS Office applications also assures error-free record-keeping, report generation, and increase productivity within the legal department. I can analyze and interpret papers using my legal research abilities to provide helpful insight.

Beyond my academic and professional pursuits, I have actively engaged in extra-curricular activities such as Contracts Drafting, and Document Review, which have further honed my skills and versatility.

Thank you for considering my application. I have attached my CV for your perusal. I eagerly expect to hearing from you and learn more about the Trademark Associate role at L.S. DAVAR & Co.

Yours sincerely,

Md Sahrukh Hossain

WORK EXPERIENCE

FastInfo Group (currently working)

July 11, 2023

- Meticulously and accurately drafted wide range of legal notices, agreements, NDAs, Employment Agreement, and attended clients on calls.
- Learned how to file Cyber FIR.
- Draft, review and file legal document such as trademark registration, trademark objection reply, trademark opposition as well as trademark opposition counter statement.
- Appeared before the Registrar for hearing and handled 70+ hearings.
- Led a team of 4 advocates, trained them and ensured timely filing of trade mark and meeting the deadline.
- Counseled Clients on intellectual property law including trademark and copyright.
- Conducted trademark searches and prepared summaries for the clients.

M.Hossain & Associates Advocates

December 15, 2022- April 30, 2023

- Prepared a diverse range of legal documents including agreements, NDAs, Employment Agreement, legal notices, affidavits, and rental agreements with meticulous attention to detail and accuracy.
- Played an instrumental role in facilitating the acquisition of intellectual property licenses and registrations, with a primary focus on trademarks.
- Collaborated closely with my senior to provide comprehensive support to clients at the Calcutta Mediation Centre, ensuring effective communication and resolution of legal matters.
- Demonstrated proficiency by representing clients alongside my seniors in various esteemed forums such as the High Court at Calcutta, Civil Courts, District Courts, and Consumer Forums. Actively engaged in mentioning matters and attending hearings, displaying professionalism and legal expertise.

CERTIFICATIONS

- Pursuing 12-months Diploma in Technology law, Fintech regulation and Technology Contract certified by Entrepreneurship and Professional Skills Council and Skill India from LawSikho.
- Pursuing 6-months Diploma in US Technology law and Paralegal Studies from LawSikho.
- Pursuing 12-months Diploma in Paralegal Associate Course certified by Management & Entrepreneurship and Professional Skills Council and Skill India from LawSikho.

INTERNSHIP

M. Hossain & Associates Advocates

September 02, 2021- February 02, 2022

- Gained valuable experience as a Legal Intern under Advocate MOLAZZEM HOSSAIN, actively contributing to legal matters and enhancing legal skills.
- Provided crucial assistance in drafting Writ petitions and anticipatory bail applications, ensuring precision and adherence to legal requirements.
- Conducted in-depth research in areas of corporate laws, intellectual property laws, and company laws, contributing to the development of comprehensive legal strategies.
- Skillfully prepared multiple file notes and synopsis, consolidating complex legal information into concise and informative documents.

- Attended and observed various proceedings at esteemed courts such as the Calcutta High Court, Alipore District Court, City Sessions Court, and Baruipur Court in Kolkata, gaining first hand exposure to courtroom dynamics and legal proceedings.

EDUCATION

Bachelor of Law (LLB)	2022	Kingston Law College, WBSU	79.8%
Bachelor of Commerce: Advanced Accounting	2019	Goenka College Of Commerce and Business Administration	71.11%

EXTRA CURRICULAR ACTIVITIES

Contracts Drafting, Document Review