

CURRICULUM VITAE

BIRENDER RAWAT

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I am a dedicated and reliable employee with strong work ethics. I am good at multi-tasking and can work under high pressure situations. I am recognized for my positive attitude, adaptability and for rendering assistance as and when required.

EXPERIENCE

DODD & CO.

NEW DELHI

September 2021 to December 2023

DESIGNATION: PARALEGAL (IP AND LITIGATION)

- Preparing and filing Indian applications, amendments, assignments, renewals, opposition etc. and confirming to client.
- Coordinating with the foreign associates and following up for filing foreign applications, renewals etc. and confirming to client.
- Preparing and filing response to official letters and filing ER responses.
- Assisted attorneys with conducting trademark availability searches using different online portal including IP India Public Search.
- Checking of errors occurred in Journal Advertisement and Registration Certificates, informing client and seek instructions for correction of errors if any and writing to TMR for correction of errors.
- Billing to clients.
- Managed a range of confidential records, processes, and documents throughout legal proceedings such as litigation, settlement negotiations, and depositions matters.
- Co-ordinated logistics and document preparation for court proceedings and meetings. Effectively managed voluminous word processing assignments and court filings.
- Filed suits, written statement, applications, replies, documents before the Delhi High Court and other district courts in Delhi through online and offline modes.
- Co-ordinated with Registries of different district courts and the Delhi High Court for clearing defects, listing of matters, filing of process fee, applying and collecting certified copies of documents from court's records, etc.

KEY SKILLS AND COMPETENCIES

- Strong organizational, administrative, and analytical skills.
- Excellent spelling, proofreading and computer skills.
- Ability to maintain confidentiality.
- Excellent working knowledge of all Microsoft Office packages.
- Ability to produce consistently accurate work even whilst under pressure.

EDUCATIONAL QUALIFICATION

10th	Mayur Public School
12th	Mayur Public School
B.Sc. HM	Amity University

PERSONAL DETIALS

Date of Birth : 22nd July 1991
Marital Status : Unmarried
Nationality : Indian
Language : Hindi (Native), English (Working Proficiency)



(BIRENDER RAWAT)