

NABHAJIT GANGULY

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Trade Marks Agent Code: **33746**

PROFESSIONAL SUMMARY

To obtain a position where my organizational and interpersonal skills can be utilized to make a significant contribution as a team member.

SKILLS

Professional Skills:

- Managing the operational activities for Trademarks Opposition related matters.
- Good written and verbal Communication Skill. Adopting new ideas and doing e-learning for various aspects of IP, especially in Patent & Trade Marks. Working as a team is one of my efficient skill to adopt the new environment quickly.
- Preparing various legal documents, letter preparing, Organization of documents and analyzing the details information.
- Database Management for the internal and external communication as well as keeping the record of the communications between Trademark Registry and the Associate.

Technical Skills:

- MS Office (Word, Excel and Power Point).
- Internet Application.
- Maintaining and Updating Database.

WORK HISTORY

TRADE MARKS AGENT (2023)

BACK OFFICE OPERATION

S. Majumdar & Co. | Kolkata, WB

(03 /2018 to CURRENT)

- End to end operational process of Trade Marks Opposition related documentation and filing.
- Filing the Notice of Oppositions, Counter Statements, preparing the documents for filing the Evidence and hearing.
- Keeping records of the emails from the Trade Marks Registry in various stages of the proceedings, analyzing the documents filed by the otherside, and reporting to clients/ associates for next due with required documents.
- Sharing the drafts with the clients for review and approval.

- Time to time status reporting to the Associates for the respective proceedings.
- Modification of the module in the database as per the requirement.
- Distribution of proposed drafting to the respective attorneys with the consultation of the senior manager.
- Communication with the prospective clients.
- Format documents for litigation matters.
- Filing caveat before the Hon'ble Courts.
- Preparation of legal files, communication to the clients, foreign associates and Trade Mark Registry.
- Drafting letters, emails and official documents.
- Drafting primary drafts of Notice of Opposition and Counter Statement.
- Keeping records of the proceedings in the data base and folders.
- Follow-up on files, sending quotations, and invoices, sending status report to Associate for the proceedings.
- Supporting attorneys within IP law and database management.

ADMINISTRATIVE HEAD

05/2012 to 03/2018

Ritman Infra Limited | Kolkata, West Bengal

- Doing Legal Drafting and letters to Governmental and Non-governmental organization.
- Overseeing administration activities including office facilities, transport.
- Establishing and maintaining files and records for the office.

SENIOR RELATIONSHIP MANAGER.

03/2011 to 04/2012

BMA Wealth Creators Ltd. | Kolkata, WB

- Handling a team of 15 Relationship Manager and 10 tele-callers.
- Meeting the sales target and take care of the retention matter.
- Selling of insurance product and other financial product with the help of relationship managers and tele-callers.

TEAM LEADER

05/2010 to 02/2011

IIFL India Infoline Pvt Ltd | Kolkata, WB

SENIOR CUSTOMER CARE

02/2009 to 04/2010

V & K Softech Limited | Kolkata, WB

CUSTOMER CARE EXECUTIVE

01/2007 to 01/2008

Aegis BPO Services Limited | Kolkata, WB

EDUCATION

Bachelor of Science | Mathematics 2017
Indira Gandhi National Open University, Regional Centre, Kolkata, Kolkata, WB

- Completed graduation, major in mathematics with 62% marks.

Higher Secondary | Science 2003
Sodepur High School (H.S), Kolkata, WB

- Passed Higher Secondary with 74.2% marks in science stream from WBCHSE.

Secondary (Madhyamik) | General 2001
Sodepur High School (H.S), Kolkata, WB

- Passed Secondary (Madhyamik) with 80.3% from WBBSE.

CERTIFICATIONS

- Certificate for completion of the course on Patent Law and Global Public Health “PATENTX” jointly organized by WIPO and Harvard Law School.
- Certificate for completion of 2 days training on Patent filing process, PCT filing process and patent specification, awarded jointly by RGNIPM and Office of the Controller General of Patents, Designs & Trademarks, Government of India.
- Certificate for completion of distance learning in Specialized Course on the Madrid System for the International Registration of Marks, awarded by WIPO.
- Certificate for completion of distance learning in General Course on Intellectual Property, awarded by WIPO.
- Certificate for completion of the online session of alternative dispute resolution by way of WIPO mediation and arbitration workshop, awarded by WIPO, Arbitration and Mediation Center.
- Certificate for completion of the online session of IP PANORAMA jointly awarded by KIPO, KIPA, KAIST and WIPO
- Apart from these, got some other certificate from EUIPO & EPO related to Trademarks & Patents procedures, are available in my LinkedIn profile.

INTERESTS

E-learning of various online courses on Intellectual Property Law including Patent and Trade Marks, attending webinars for various aspects of Intellectual Property related law, listening to good music and having good foods.

PERSONAL INFORMATION

- Date of Birth: 24th April, 1985
- Nationality: Indian
- Sex: Male
- Marital Status: Married
- Language's known: English, Hindi and Bengali
- Passport Details: N0950191
- Trade Marks Agent Code: 33746
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DECLARATION: I hereby declare that the information furnished above by me is correct to the best of my knowledge.

Date: 12.03.2024

Place: - Sodepore (Kol)

Nabhajit Ganguly