**PRIYANKA**

TRADEMARK PARALEGAL

A Paralegal with 7+ years of experience. Looking for an opportunity to utilize my demonstrated value in providing extensive legal knowledge, organizational skills, collaborative competency at a reputable environmental firm like Remfry and Sagar.

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**WORK EXPERIENCE**

1. **TIS HAZARI COURT (2014-2015)**
* Maintained documents and checked emails on a daily basis.
* Developed a streamlined document management system.
* Participated in the preparation of legal document.
* Taken dictation in short hand and direct typing on computer for preparation of legal document.
1. **ADVOCATE K N BALGOPAL (SENIOR ADVOCATE AT SUPREME COURT) (2016-2017)**
* Maintained legal documents and checked emails on a daily basis.
* Managed litigation review database, analyzing and recognizing database to save 6 + hours per week.
* Researched legal motions, arguments, laws, judicial decision and other relevant case material to present case in the court.
* Billing for the office.
1. **REMFRY AND SAGAR (2018-2024)**
* Assembled 100+ files for Trademark Opposition, summaries, testimony, documents, physical evidence, online filing on TMR’s website and other case information per day.
* Maintained documents and checked emails on a daily basis and maintained a comprehensive list for new and fresh matter with upcoming deadlines.
* Prepared opposition documents like Notice of Opposition, Counter Statement, Evidence in support of Opposition, Evidence in support of Application, Evidence in reply, different letters to Trade Marks Registry, given opinion on fresh matter and written submission for hearings.
* Uploaded all the documents/ filing on TMRs website and confirm all the filing to client with bill.
* Prepared status updates for client on a daily basis and bulk status for all the matters for INTA meetings.
* Entered all the matters in the software IRIS and prepared debit note/bill in the same software.

**EDUCATION**

* B.Com from Mata Sundari College, Delhi University
* 12th from C.B.S.E Board
* 10th from C.B.S.E Board

**SKILLS**

* Typing Speed 50 W.P.M.
* Short hand Speed 65 W.P.M
* Knowledge of MS WORD, EXCEL, OUTLOOK and INTERNET.
* Time Managemenst
* Accuracy
* Written Communication

**CONTACE DETAILS**

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* 9871668942
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