

SHIVANI SINGH

shivanisingh6001@gmail.com | +91-9151318218 | GURUGRAM |

WORK EXPERIENCE

Trademark Examiner at General of Patents, Designs & Trademarks (CGPDTM), Department of Ministry of Commerce and Industry, Government of India on Contractual bases via PPP Model

June 2023 – April 2024

Senior Analyst/ Examiner – Intellectual Property Rights Trademark Services

- Examine any application filed for registration of a Trademark / Geographical Indication (GI) or any application in connection to a Trademark / Geographical Indication (GI) under the provision of the law.
- Verify the documents required for the registration under the Trademark Act, 1999
- To raise objections if required and examine the reply of discrepancies.
- To schedule the hearing of the non-satisfactory reply of the Objected application.
- Maintain excel records of TMR
- Serve as EXAMIER, CONTROLLER, PARM OFFICER at TMR register.
- Legal review and managing activities and initiatives within the firm, highlighting various industry issues.

United Lex Pvt. Ltd, GURGAON

Associate – DOCUMENT REVIEW || PRIVILEGE || PII & PHI || HIPAA || GDPR || INCIDENT RESPONSE || DATA BREACH || CONTRACT ABSTRACTION || CLM || REDLINING || REDACTION || UNITIZATION || RELATIVITY ||

Sep 2022 – June 2023

- Document Review in the Litigation Support System. This also includes sorting out privilege, potential interest documents, responsiveness, and confidentiality.
- Quality check and Quality assurance of the First Level of the document review.
- Performing redaction NRW and TIFF both including the PHI and PII information.
pushpam@saikrishnaassociates.com
- Assisting in Calibration Queries.
- Quality work in reviewing and redacting documents for discovery of the other party.
- Relativity Software experience while handling Project related work based on Client Protocol

Coforge Smart Services Ltd, GURGAON

Jan 2021 – April 2023

Executive

- Review the documents with codified terms also review & process.
- HCFA & UB forms.
- Timely completion of transactions to meet or exceed client SLAs
- Resolve multiple hold codes/edits to complete a transaction.
- Processing Health Insurance Claims and Determining accurate payment criteria for clearing pending claims based on defined Policies and Procedures.
- Interpretation of SOP's
- Active on emails & calls to update USA Clients.
- Maintain data on Excel

Startup Shiner Pvt Ltd, Connaught Place, New Delhi

Nov 2018 – Dec 2019

Executive Advocate for compliance

- Assisting and managing activities and initiatives within the firm, highlighting various industry issues.
- Preparing comprehensive reports following the conclusion of events, summarizing key discussions, outcomes, and

action points of the clients' reference and future planning.

- Prepare all legal documents of compliance and Research work on the latest developments taking place around the world and comparative analysis with India.
- Drafting of several documents including MoM.
- Managing the entire internship program, from selection to supervision including overseeing the completion of assigned tasks.

Law Circle Associates, New friends' colony New Delhi

August 2016 – Oct 2018

Associate Advocate

- Legal research on various legal issues concerning the cases at hand.
- Assisting in preparing affidavits in civil and criminal matters.
- Drafting bail applications, notices, agreements, etc.
- Assisting in cross-examination and litigating criminal matters.
- Represent the case in the tribunal BIFR, AIFER, NCLT, Delhi High Court.

SKILL SET	
Software Skills	MS Excel, MS Office & MS PowerPoint
Soft Skills	Learning ability, Attention to detail, Problem-solving, Team Spirit, Adaptability, Communicative
IPR Skills	Trademark filing, Trademark renewal, Trademark documentation.

ACADEMIC QUALIFICATIONS			
YEAR	DEGREE	INSTITUTE	UNIVERSITY/BOARD
2017-2017	Delhi Bar Council	Delhi Bar Association	Delhi Bar Association
2016-2017	AIBA	Cleared All India Bar Council	AIBA
2013-2016	BA LLB (Hons.)	Mewar Law Institute, Ghaziabad	Chaudhary Charan Singh University
2009-2012	BA (Hons. Pol. Sci.)	Delhi University	Delhi University

PARTICIPATION EXPERIENCE	
YEAR	DESCRIPTION
2023	Trademark Examiner Training weekly program at General of Patents, Designs & Trademarks (CGPDTM),
2020	Certificate course from WIPO on Patent and Trademark Law
2014	Moot Court Competition
2013	National Seminar on Welfare of Lawyers, Bar Council of Delhi
2013	Training Program through DLSA
2012	Post Graduate Diploma from SOL, IGNOU in Criminal Justice System