

# **SUSHIL KUMAR MISHRA**

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## **WORK EXPERIENCE**

Paralegal Assistant at Adv. Tarun kashyap & Associates. (2011-March, 2014)

- a. Handled DRT filings, Listing and Preparing Cause Lists.
- Data Entry Officer at Indian Post Office. (April, 2014- November,2014)
  - a. Worked on Excel sheets, Daily Updates, Checked Tracking IDs.

Paralegal at Sushant M. Singh & Associates. (2016-Present)

- a. Prepared Invoices
- b. Filing of Trademark Applications, Trademark oppositions, Trademark evidences, Trademark Caveats, Cancellations, Trademark Interlocutory applications, counter statement and renewals.
- c. Filing of Copyright applications as well as design applications.
- d. Preparing couriers and also dispatching the same.
- e. Handling the entire reporting to the clients including prosecution and High court.
- f. Preparing excel sheets and marking of deadlines as well as keeping follow ups with all the matters.

## **ACADEMICS**

<b>Qualifications</b>	<b><u>Institute/ University</u></b>	<b><u>Year</u></b>
Hr. Secondary	R.B.P.S. Intermediate College, Birapur, Pratapgarh	2002
Sr. Secondary	C.A.V. College, Civil Lines, Allahabad	2004
Graduate	C.S.J.M. University of Kanpur	2009
Post Graduate	C.S.J.M. University of Kanpur	2011

## **TECHNICAL KNOWLEDGE**

- A. Microsoft Word, Excel Sheets, Tally
- B. IP India Module of Filing

Date 15.07.2024

Place: New Delhi