

**VIKRAM SINGH**  
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**Career Objective and Goal:**

- To pursue a dynamic and challenging career with an organization of repute which gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

**Core Competencies:**

- Self-starter with a positive attitude, willingness to learn new concept and acceptance.
- Ability to work independently and collectively to achieve desired objective.
- Enjoy challenging work environment and quick learner.
- Highly result oriented.
- Good analytical skills to assess any given situation.
- Dependable for the effective completion of all tasks handed over.
- Good communication skills.

**Academic Qualification:**

C o u r s e s	U n i v e r s i t y / B o a r d	Y e a r o f P a s s i n g
C.S Exec. level	ICSI	2 0 1 9
M . C o m	A g r a U n i v e r s i t y	2 0 1 5
B . C o m	A g r a U n i v e r s i t y	2 0 1 2
S S C	U P . B o a r d	2 0 0 9
H S C	U P . a r d Bo	2 0 0 7

**Key Responsibilities**

- **Responsibilities at Anand and Anand :**

❖ **Opposition**

- Assist in Drafting notice of oppositions and counter statements.
- Preparing Cover letter and filing Notice of opposition and Counter statement.
- Assist in Drafting and Preparing cover letters, collecting and collating annexures / exhibits and indexing and filing Evidence under Rule- 45.
- Assist in Drafting and Preparing cover letter, collecting and collating annexures / exhibits and indexing and filling of Evidence under Rule- 46.
- Assist in Drafting and preparing cover letter and filling Rule 47 (Rebuttal Affidavit).
- Preparing cover letters and filling of Reliance Letters under affidavit under Rule 45 (evidence in support of opposition), Rule 46 (evidence in support of application) and Rule 47 (Rebuttal affidavit).
- Preparing Interlocutory petition and filing of the same.
- Preparing cover letters and filing written submissions for various opposition proceedings

- alongwith relevant case laws.
- Reporting client regarding next step and filing confirmation and follow up.
- Preparing and sending letter for hearing link.
- Preparing Abandonment letter and sending at TMO.
- Prepare a basic cease and desist letter
- Invoicing.

- **Responsibilities at Previous entities:**

- ❖ **Prosecution**

- Conducted availability searches and report.
- Preparation of all Indian pre and post registration trademark application forms.
- Preparing and filing new Trademark applications and Renewals and other forms.
- Maintaining trademark databases, including monitoring deadlines and Renewals.
- Maintaining TM Journal watch and Proposed opposition watchlist.
- Reporting all filing confirmation, publication, and registration certificate.
- Docketing & management of TM files
- Preparation of status updates to clients.
- Preparation of responses to various official letters.
- Assist in Drafting and filing of responses to Objection letters and Examination reports.
- Preparing and filing of affidavit of use.
- Preparing and filing responses to discrepancy letters issued by Trade Mark Registry.
- Drafting of various e-mails on routine queries from client such as requirement and documents required for filing post and pre-registration form
- Preparation of show cause and post registration hearing documents.
- Preparation of all covering & follow up letters.
- Drafted Power of Attorney, Authorization letter, and Undertaking.
- Efficient in operating software Mike legal

Preparation and filing of various documents at ROC in E-Forms like DIN application, formation of company (Including OPC), Change of Registered Address of the Company, Increased Authorised Capital of the Company, Appointment, Cessation, Change in Designation of Director, Annual Accounts & Annual Return Filing, Shifting of registered office, liaisoning between ROC and other offices.

**Registration :** GST, MSME, DSC, PROPRIETORSHIP, PARTNERSHIP, COMPANY, LLP., Trademark Registration

**WORKING EXPERIENCE:**

- As a Trainee in **Sanjiv Nigam and Associates (CS Firm), Delhi** from June 2016 to June 2017.
- As an Assistant at **Renu Kathuria & Associates (CS Firm), Faridabad** from June 2017 to November 2017.
- As a Legal Assistant at **Kirtee Verma & Associates (Law Firm), Faridabad** from December 2017 to August 2019.
- As a Trademark Paralegal in **Anand & Anand, Noida** since September 2019.

**Current CTC: 51,500/- per month**

**(Excluding Bonus and other benefits)**

**Expected CTC: 70,000/- per month**

**Notice Period: 30 days**

**Personal Dossier:**

Father's Name : Mr. Vijay Singh  
Date of Birth : 15<sup>th</sup> July 1992  
Gender : Male  
Nationality : Indian  
Marital Status : Married  
Languages Known : English and Hindi  
Strength : Quick Learner, Adaptable, Communication Skill  
Hobbies & Interest : Chess, Cricket, Movies

**Declaration:**

I hereby declare that the particulars stated in this resume are true and to the best of my knowledge and belief. In the event of suppression and/or distortion of any fact made in this resume, I understand that I shall be denied the opportunity that my status shall be liable outright cancellation.

**(Vikram Singh)**

**Place: Faridabad**