



# POOJA JAY

## ATTORNEY/ ADVOCATE

### CONTACT

Chennai

+91 7200045815

[advocatepooch@gmail.com](mailto:advocatepooch@gmail.com)

### SKILLS

Portfolio Management

● ● ● ● ●

Legal Research and Analysis

● ● ● ● ●

Leadership

● ● ● ● ●

Client Communications

● ● ● ● ●

Team Handling

● ● ● ● ●

### AWARDS

Received “BEST PRESENTER” Award for paper presentation on “A Critical study Legal Ethics and Lawyers Dignity.”

Completed Course on “Artificial Intelligence and Copyright”

### LANGUAGE

- English
- Tamil
- Hindi

### EDUCATION

#### **PGDIPRL**

National Law School of India University, Bangalore.

August 2023 — December 2024

#### **B.B.A., LLB (Hons) {Specialization in Business Law}**

Saveetha School of Law, Chennai.

June 2016 — March 2021

### EXPERIENCE

#### **ALTACIT GLOBAL, CHENNAI & BANGALORE**

Associate - Trademark | November 2023 — Present

#### Highlights:

1. Drafted comprehensive Cease and Desist notices to protect Intellectual Property Rights.
2. Indian and International Trademark: Managed both Indian and International Trademark portfolios, advising on global Trademark strategies and compliance.
3. Hearings:
  - Attended numerous Trademark show cause and opposition hearings, ensuring favorable outcomes.
  - Represented clients in multiple Copyright and Design hearings, providing strong advocacy.
4. Successfully managed design cancellation petitions, including cancellation petition hearing, delivering effective arguments.
5. Sole associate to handle all the Copyright and Design matters.
6. Attended a patent hearing, which successfully resulted in the patent being granted.
7. Also having drafting knowledge on various contracts and agreements, including Master Services Agreement, License Agreement, Distribution Agreement and more.
8. Experienced in managing high-profile clients with complex needs.

## **UNIMARKS LEGAL SOLUTIONS, CHENNAI**

Legal Associate | March 2023 — October 2023

### Highlights:

1. Handled court litigation works in respect of IPR and Family Law matters.
2. Maintained and monitored Trademark, Copyright and Design portfolios.
3. Specialized in filing all forms in Trademark, Copyright and Design.
4. Drafted Cease and Desist and Infringement notice.
5. Drafted all Opposition and Rectification notices in Trademark.

## **CAVINKARE PRIVATE LIMITED, CHENNAI**

Legal Trainee | August 2021 — September 2022

### Highlights:

1. Experienced in regulatory compliance, particularly in areas such as FSSAI, Legal Metrology, and Drugs & Cosmetics. Contract
2. Knowledgeable in Intellectual Property Rights (IPR) with expertise in Trademark, Copyright, Design, and Well-Known Trademark matters.
3. Drafting various contracts and agreements, including Franchise Agreement, Non-Disclosure Agreement, Endorsement Agreement, and more.

---

## **DECLARATION**

I hereby declare the above details are true to the best of my knowledge. If given a chance I shall prove my ability to perform and excel.

- POOJA