

# KANIKA MITTAL

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Dear Hiring Manager,

I am excited to apply for the legal position with your Company. With over two years of experience in trademark procedures and a comprehensive understanding of trademark laws along with drafting, negotiating, reviewing and vetting of contracts, I am well-prepared to contribute effectively to your team.

In my current role as VP- IP & Legal at India SME Forum, I manage all facets of trademark registrations and contract drafting in the field of IPR I have done trademark filings, conducted thorough searches, and oversee pre and post-filing procedures which includes trademark prosecution i.e. drafting of NOP, responses to examination reports and provisional refusal, counter statements etc. and have also attended court hearing and reporting the details to the clients. I have also monitored deadlines and extensions and keeping the data base updated along with administering reminders to the clients. My experience includes supervising trademark applications and coordinating large-scale IP events, which has honed my organizational and analytical skills. I have also worked on my skills in the field of contract drafting. I also have an experience in drafting, negotiating the contracts and also reviewing and vetting of contracts. In my tenure I have also worked on various contracts like Non-Disclosure Agreements, Service Agreements, Letter of Intent, Partnership Agreement, Memorandum of Understanding, Service Lease Agreements, Lease Deeds and Franchise Agreements etc.

My strong communication skills, ability to handle multiple tasks, and proven track record in managing and maintaining trademark portfolios make me a strong candidate for this role. I am eager to bring my skills and experience to your Company and contribute to your continued success in delivering top talent and cost-effective recruitment solutions.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
KANIKA MITTAL

## Summary

I am an experienced Trademark Attorney with a strong background in managing trademark procedures, drafting and reviewing of contracts, legal mentorship, and organizing IP events. My expertise spans civil and criminal law, with significant skills in drafting legal documents and handling diverse caseloads. I am adept at effective communication, time management, and team leadership.

## Experience

### VP- IP & Legal- India SME Forum

Mar 2023 to Present

- Performing initial trademark searches and drafting search reports for clients along with suggestions.
- Assisting with online trademark filings and reporting the same to clients.
- Reviewing and reporting examination reports to clients.
- Drafting Notice of Opposition and Counter-statements.
- Drafting trademark-related communications for the Indian Intellectual Property Office.
- Attending court hearings and providing clients with detailed reports.
- Organizing meetings, coordinating audio/video needs, and setting up client conference calls.
- Sending reminders for trademark registration renewals and managing renewal processes.
- Cultivating new business opportunities with existing trademark clients through relationship building, networking, and written/video communication.
- Assisting with claim settlements and supporting brand establishment and advertising policies to strengthen trademark applications.
- Drafting, reviewing and negotiating contracts namely Non-Disclosure Agreements, Service Agreements, Letter of Intent, Partnership Agreement, Memorandum of Understanding, Service Lease Agreements, Lease Deeds and Franchise Agreements.
- Organizing several IP events with the Trademarks team of the Forum.
- Proofreading, reviewing, vetting and editing legal and other documents.

### Legal Associate- RB Law

Mar 2022 to Mar 2023

- As a Legal Associate at Rashi Bansal (AOR), I managed a diverse caseload encompassing Civil and Criminal matters across District Courts, High Court, and Supreme Court
- In addition to handling Trademark and Copyright issues, I tackled cases involving Company law, Rent disputes, DRT proceedings, and Money Laundering allegations
- Furthermore, I honed my drafting expertise by preparing a wide array of Legal Notices, Suits, Petitions, Applications and Franchise Agreements and Sale Deeds.

### Junior Associate- Narwana & Narwana

Jul 2019 to Nov 2019

- Worked under Sahil A Garg
- My primarily focus was on handling all the trademark related matters
- Managed and handled a few Civil and Criminal Cases during my tenure.

## **Education & Certifications**

- NorthCap University (BBA- LLB)- Aug 2014- May 2019
- Drafting of Commercial Contracts, Udemy, 05/2024
- General Course on Intellectual Property, WIPO Academy, 11/2023
- Introduction to Cross-border Contracts, SME Trade Academy, 03/2023
- Madrid System for the International Registration of Marks, WIPO Academy, 10/2024
- Advanced Contract drafting, Negotiation and dispute Resolution, LawSikho, Ongoing

## **Skills**

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|---------------------------|------------------------------|
| • Effective Communication | • Supervision and leadership |
| • Time Management         | • Dependable and Responsible |
| • Team Leadership         | • Computer Skills            |
| • Adaptability            | • Relationship Building      |
| • Microsoft Word          | • Google Drive               |
| • Multitasking            | • Leadership                 |