



NH

NEHA HARRIS

TRADEMARK PARALEGAL

SUMMARY

An experienced Intellectual Property Professional (8+ years in the field of IP) looking forward to securing a challenging position in a reputable organization. Strong expertise in Trademark prosecution, Trademark searching and Trademark filing. Additionally, I have trained the paralegals and handled the portfolio of clients in docketing.

TRAININGS

Computer Course from Info land Institute, New Delhi.
(Feb 2010- April 2010)

Typing course from Infoland Institute, New Delhi.
(Feb 2010- April 2010)

PROFESSIONAL EXPERIENCE

LALL & SETHI, AN IPR LAW FIRM
NEW DELHI
MANAGER

(02/2016 - 06/2024)

Team handling: Handling a Team of 2 members, assigning the task, reviewing the tasks, managing the burden of the Team members, conflict resolution;

Trademark Filing: Preparation of Forms for Trademark Filing with the supporting documents i.e. Power of attorney and user affidavits

Researching/Reviewing Trademark: Researching existing trademarks to ensure that their owners have not abandoned them or that they are not too similar to existing trademarks, reviewing trademark applications to ensure that they meet all legal requirements, including those related to the type of goods or services being offered.

Trademark Search: Conducting trademark searches to identify potential conflicts between proposed trademarks and those that have already been registered, prepare search citations table based on the search reports, filing up search opinion template on instruction, preparing and dispatching documents and, mailing Journal advertisements to Lawyers on instructions, and sending search instructions to other countries LA.

Prepare Watch Notice: Preparing draft covering letter for sending watch notices to the client, preparing Watch Notice and send to client, and worked on conflict files.

Notice of opposition: well versed with the drafting of notice of opposition.

Response to Office action: Preparing and filing response to first examination report issued by the Trademark registry



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SKILLS

Team Handling || Docketing
|| Trademark filing ||
Trademark prosecution ||
Trademark Watch-Notice ||
Trademark queries ||
Trademark searches || Well
versed with Trademark
database.

PERSONAL DETAILS

Date of Birth: July 17, 1992
Hobbies: Singing, Drawing

Docketing: schedule, calendar, and track deadlines in legal proceedings, dispatching document - RTI and docketing of email

Writing Emails: Writing emails to client queries and acknowledging emails.

Billing: Check billing for searches, watch notices and conflict matters

Follow-up: follow up with client on watch notices; follow up with client for registration of new applications, and sending reminders to LA to get search reports.

Database: Trademark Journals published by IPO.

EDUCATION

BACHELORS IN COMPUTER APPLICATION
NIMS UNIVERSITY, JAIPUR, RAJASTHAN
2010 – 2013 **PERCENTAGE - FIRST DIVISION**

SENIOR SECONDARY SCHOOL, 12TH
CBSE
2009 – 2010 **PERCENTAGE - FIRST DIVISION**

HIGHER SECONDARY SCHOOL, 10TH
CBSE
2008 – 2010 **PERCENTAGE - FIRST DIVISION**



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