

VIJENDER KUMAR

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PROFESSIONAL SUMMARY

Experienced Intellectual Property (IP) attorney with progressive experience, specializing in trademarks, and biodiversity matters. With expertise spanning both paralegal and associate roles, I am adept at managing a broad spectrum of IP issues, including trademarks, copyrights, designs, patents and biodiversity. I have a proven track record in managing IP portfolios, preparing legal documentation, and providing strategic advice to clients.

EMPLOYMENT HISTORY

Associate

SKS Law Associates, New Delhi

January 2020 – Present

- Conducting comprehensive trademark clearance reports and providing detailed legal opinions.
- Responding to office actions and provisional refusals from the Trade Marks Registry.
- Attending Show Cause Hearings for trademark matters.
- Drafting and filing trademark assignments, review petitions and affidavits of use.
- Managing trademark opposition proceedings, including drafting and filing Notices of Opposition, Counter Statements, and Evidence Affidavits.
- Addressing client queries related to trademark matters.
- Drafting Cease and Desist Notices and responding reply thereto. Drafting and filing applications for approval from the National Biodiversity Authority (NBA) for access to biological resources related to research, commercial utilization, and intellectual property rights.
- Assisting in matters related to biological diversity issues with NBA and State Biodiversity Boards (SBBs).
- Vetting MAT agreement issued by the NBA.
- Preparing and filing documents for patent applications, including ordinary, conventional, and PCT national phase applications, as well as related forms such as formal Form 1, formal Form 5, Power of Attorney (PoA), Form 3, Form 9, Form 18, and others.
- Updating and maintaining ERP system for trademarks and patent related matters.

Associate
Kochhar & Co., Gurgaon
December 2017 – June 2019

Worked as an Associate with the Firm and handled the work pertaining to trademark and patent matters.

Trademark: Conducted comprehensive trademark clearance reports, filed trademark applications, responded to official actions, attended Show Cause Hearings and reported outcomes to clients.

Patent: Filed patent applications, managed non-technical aspects of patent prosecution, including filing formal documents, updated details of corresponding foreign filing applications on Form 3, handling requests for examination, and ensuring timely compliance with procedural requirements.

Paralegal
Kochhar & Co., Gurgaon
January 2011 – November 2017

- Supported both trademark and patent teams by drafting and filing applications, preparing legal documents, and managing prosecution.
- Reviewed and drafted responses to office actions (trademarks) and requests for examination (patents).
- Maintained comprehensive case files, tracked deadlines, and liaised with clients to provide updates on application status and address queries
- .Managed IP docketing systems and ensured compliance with all procedural requirements.

Secretary
Sunbeam Auto Pvt. Ltd., Gurgaon
January 2010 – December 2010

- Provided administrative support to the Assistant Vice President (AVP) and procurement team.
- Coordinated purchase orders, maintained accurate records of supplier transactions, and prepared detailed reports.
- Handled vendor correspondence, scheduled meetings, and ensured timely follow-up on purchase requests and deliveries.

Paralegal/Legal Assistant
Remfry & Sagar, Gurgaon
August 2007 – December 2009

- Managed trademark application processes, including preparation, filing, and client reporting.
- Worked closely with clients to ensure timely updates on application statuses and addressed inquiries.

Paralegal
Anand And Anand, Gurgaon & Delhi
August 2002 – July 2007

- **Trademark:** Drafted and filed trademark applications, managed prosecution, and prepared responses to office actions.
 - Assisted in opposition proceedings, including drafting notices of opposition, counter-statements, and responses to objections.
 - **Patent:** Assisted in preparing and filing patent applications, coordinated reviews of examination reports, and tracked pending applications and deadlines for renewals.
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EDUCATION

- Bachelor of Laws (LL.B.) - University of Rajasthan, Jaipur (2015)
 - Bachelor of Arts (B.A.) – Maharishi Dayanand University, Rohtak (1999)
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PROFESSIONAL MEMBERSHIP

- Advocate, Bar Council of Delhi
- Certificate of Practice, All India Bar Council