

## Cover Letter

Dear Sir/ Madam,

I am writing to express my interest in the Trademark Associate Position within the Trademark team at L. S. Davar & Co. I have a passion for law, and with my strong academic background and practical experience, I believe I would be a valuable addition to your team.

In my most recent role as a Trademark Associate at Hasan and Singh Intellectual @ Law, I handled various trademark-related matters, including drafting and filing trademark oppositions, counter statements, and replies to trademark objections. Additionally, I conducted national and international brand searches, prepared trademark search reports, and provided legal opinions on brand availability. I also monitored trademark activities and created watch reports for clients, ensuring their intellectual property rights are well protected.

Prior to this, I worked as a Legal Consultant at FastInfo Group, where I gained extensive experience in drafting, reviewing, and filing trademark applications, objections, oppositions, and counter statements. I also led and trained a team of advocates, ensuring timely filing and adherence to deadlines. I successfully handled hearings before the Registrar.

Complementing my practical experience, I am pursuing certifications in U.S. Intellectual Property Law and Paralegal Studies, as well as a Diploma in Intellectual Property, Media and Entertainment Law from LawSikho, further enhancing my knowledge and expertise in the legal field.

I hold a Bachelor of Law (LL.B.) degree from Kingston Law College, WBSU, and a Bachelor of Commerce degree in Advanced Accounting from Goenka College of Commerce and Business Administration.

Additionally, I am proficient in using MS Office tools, which enable me to keep accurate records, generate reports, and improve the effectiveness of the legal department as a whole. I am also proficient in legal research and have the capacity to evaluate and interpret legal documents. I have an excellent command of English along with strong writing skills and am able to function well in an intricate and changing environment. I am comfortable handling client calls and can work any shift with ease.

Thank you for considering my application. I have attached my CV for your perusal. I look forward to the opportunity to contribute to the Trademark team at L. S. Davar & Co.

Yours sincerely,

Md Sahrukh Hossain

## WORK EXPERIENCE

### Hasan and Singh Intellectual @ Law, Hyderabad

March 2024 - February 2025

Trademark Associate

- Drafted and filed trademark oppositions, counter statements, and replies to objections.
- Conducted and analyzed nationally and internationally brand searches and prepared trademark search reports.
- Monitored and prepared trademark watch reports.
- Performed in-depth legal research on trademark laws.

### FastInfo Group, Kolkata

July 2023 - March 2024

Legal Consultant

- Meticulously and accurately drafted a wide range of legal notices and agreements; attended client calls.
- Filed trademark applications, objection replies, oppositions, and counter statement.
- Appeared for hearings before the Registrar.
- Led and trained a team of advocates and ensured timely filing of trademark applications and meeting the deadlines.
- Counseled clients on intellectual property law including trademark and copyright.
- Conducted trademark searches and prepared summaries for the clients.

### M.Hossain & Associates Advocates, Kolkata

December 2022 - April 2023

Advocate

- Prepared a diverse range of legal documents including agreements, NDAs, employment agreement, legal notices, affidavits, and rental agreements with meticulous attention to detail and accuracy.
- Played an instrumental role in facilitating the acquisition of intellectual property licenses and registrations, with a primary focus on trademarks.
- Collaborated closely with my senior to provide comprehensive support to clients at the Calcutta Mediation Centre, ensuring effective communication and resolution of legal matters.
- Demonstrated proficiency by representing clients alongside my seniors in various esteemed forums such as the High Court at Calcutta, Civil Courts, District Courts, and Consumer Forums. Actively engaged in mentioning matters and attending hearings, displaying professionalism and legal expertise.

## CERTIFICATIONS

- Diploma in US Intellectual Property Law and Paralegal Studies from LawSikho (2024 - ongoing)
- Diploma in Intellectual Property, Media and Entertainment Law from LawSikho (2024 - ongoing)

## INTERNSHIP

### M. Hossain & Associates Advocates

September 2021 - February 2022

- Provided crucial assistance in drafting writ petitions and anticipatory bail applications, ensuring precision and adherence to legal requirements.
- Conducted in-depth research in areas of corporate laws, intellectual property laws, and company laws, contributing to the development of comprehensive legal strategies.
- Skillfully prepared multiple file notes and synopsis, consolidating complex legal information into concise and informative documents.
- Attended and observed various proceedings at esteemed courts such as the Calcutta High Court,

Alipore District Court, City Sessions Court, and Baruipur Court in Kolkata, gaining first-hand exposure to courtroom dynamics and legal proceedings.

## SKILLS

- Trademark Filing
- Drafting Objection Replies
- Opposition & Counter Statement Drafting
- Hearing Representation
- Trademark Watch & Surveillance
- Client Counseling on IPR Matters
- Legal Research in Trademark Law
- Legal Drafting and Documentation
- Team Leadership

## EDUCATION

Bachelor of Law (LLB)	2022	Kingston Law College, WBSU	79.8%
Bachelor of Commerce: Advanced Accounting	2019	Goenka College Of Commerce and Business Administration	71.11%

## EXTRA CURRICULAR ACTIVITIES

- Running
- Cooking