

PROFILE

Passionate and results-oriented Legal professional with a Master's in Intellectual Property Rights. Skilled in Legal Research, Management of client cases, relationships, and IP portfolio. Proven track record of exceptional customer service and boosting sales. Creative, analytical, and collaborative team player who thrives in fast-paced environments. I am seeking a permanent role as an IP professional to enhance my skills and progress in the field of IP law.

CONTACT DETAILS

@ chinmayeemathur@gmail.com
+44 740 746 5477
LinkedIn

PERSONAL INFORMATION

Languages: **English** (Fluent), **Hindi** (native)

SKILLS

- Document Management System
- Electronic Filing
- Web Conferencing
- Office Machines
- Document Creation - MS Office
- Cybersecurity

EXPERIENCE

GENERAL ASSISTANT at COLICCI (London, UK) 2022.04–2023.04

- ◊ Orchestrated the coordination of events for a sizable audience of 100 attendees while providing guidance and supervision to colleagues.
- ◊ Pioneered client engagement initiatives, resulting in a 40% increase in client retention and a 15% growth in upsell opportunities, ultimately driving annual revenue growth by \$2.5 million.

IP INTERN at Symbol (Indore, India) 2020.02–2020.04

- ◊ Monitored upcoming IP renewal deadlines and ensured the timely renewal of IP assets by sending reminders to relevant stakeholders.
- ◊ Conducted trademark searches regularly using a variety of IP search databases, such as IPIndia and MCA Database.

LEGAL INTERN at Link Legal (New Delhi, India) 2019.09–2019.09

- ◊ Collaborated with senior partners in the development of Non-Disclosure Agreements (NDAs) and various legal documents, using established precedents for guidance.
- ◊ Led due diligence efforts to facilitate case preparation, encompassing comprehensive research, and analysis of critical case-related information.

SUMMER LEGAL INTERN at Indore High Court (Indore, India) 2018.10–2018.10

- ◊ Prepared and filed case documents under the supervision of the attorney.
- ◊ Provided legal assistance to senior attorneys in managing clients' case files.

LEGAL INTERN at Shujalpur Magistrate Court (Shujalpur, India) 2017.05–2018.05

- ◊ Provided administrative support including bundle preparation, filling of documents, and billing.
- ◊ Drafting legal documents and submitted in court for the hearing.

LEGAL INTERN at Indore High Court (Indore, India). 2016.08–2016.09

- ◊ Attended to the clients under the supervision of an attorney and discussed the case with them.
- ◊ Prepared clients before the case hearing in the domestic relation court.
- ◊ Assisted the Attorney in successfully convincing the court to dismiss the legal separation file.

EDUCATION

MASTERS OF LAW, Intellectual Property Law
Queen Mary University Of London, London, UK 2021–2022

- ◊ International Law Of Patents and Related Rights - Merit
- ◊ Intellectual Property and Fashion: Business and Law - Merit
- ◊ The Business of Film - Merit ◊ Esports Law - Merit

BACHELORS OF LAW B.A., L.L.B.
Indore Institute Of Law, Indore, India. 2015–2020

- ◊ Trademarks ◊ Legal Research ◊ Legal Writing

CERTIFICATIONS

- ◊ Commercial Awareness, Bright Network, 09-2023.
- ◊ Digital Skills, Bright Network, 09-2023.
- ◊ Intellectual Property Virtual Experience Programme, Forage, 08-2023.

HOBBIES

- ◊ Driving ◊ Coding ◊ iMovie ◊ Cricket ◊ Badminton ◊ Running ◊ VolleyBall