

SWATI KATARIA

+91- 9009819994, katariaswati23@gmail.com

Presently Employed as **Quality Analyst- Lex Mores LLP, Noida**

EDUCATIONAL QUALIFICATIONS

- LL.M. (Corporate Law), **Renaissance University Indore**, 2018-2019: **78.35%**
- LL.B. (Hons.), **Renaissance Law College Indore**, 2015-2018: **63.19%**
- B.Com (Hons.), **Prestige Institute of Management and Research Indore**, 2012-2015: **82.33%**
- CS (Executive), **Institute of Company Secretaries of India Indore**, 2015 (**390/700**)
- **12th** Standard (CBSE Board), Commerce with Mathematics Stream, Vidyasagar School Indore, 2012 Batch- **74.2%**
- **10th** Standard (CBSE Board), Vidyasagar School, Indore, 2010 Batch- **7.8 CGPA**

WORK EXPERIENCE**Quality Analyst, Lex Mores Tech Pvt. Ltd., Noida (February 2023- present)**

- Quality analysis of the drafted documents
- Handling client calls and management
- Drafting of Agreements- Franchise, License, Vendor, Distributor, MoU, Employment, Exit Documents, etc.
- Drafting of Policies- Grievance Redressal, POSH, Privacy Policy, Terms of Use, etc.
- Drafting of Legal and Cease & Desist Notices.
- Contract Vetting and preparation of trackers.
- Research on national and international laws & preparation of Legal Opinions.
- Filing of Trademarks, and Copyrights.
- Filing Opposition, Reply to Oppositions- Counter-Statement, Evidence, etc.
- Reply to Examination Reports issued by Ld. Registrar of Trademarks and Copyrights.
- Attending show-cause hearings before the Registrar of Trademarks.

Virtual Legal Counsel, Lex Mores LLP, Noida (June 2022- January 2023)

- Client call and legal consultations
- Drafting of Agreements- Franchise, License, Vendor, Distributor, MoU, Employment, etc.
- Drafting of Policies- Grievance Redressal, POSH, Privacy Policy, Terms of Use, etc.
- Drafting of Legal and Cease & Desist Notices.
- Contract Vetting and preparation of trackers.
- Research on national and international laws & preparation of Legal Opinions.
- Filing of Trademarks, and Copyrights.
- Filing Opposition, Reply to Oppositions- Counter-Statement, Evidence, etc.
- Reply to Examination Reports issued by Ld. Registrar of Trademarks and Copyrights.
- Attending show-cause hearings before the Registrar of Trademarks.

Senior Associate, Etch Legal, Indore (2019-June 2022)

- Drafting of Petitions, Plaints, and Written Statements.
- Appearance before Hon'ble High Court of Madhya Pradesh, Bench at Indore, Hon'ble Commercial Court of Indore and Registrar of Trademarks, Copyrights, and Designs.
- Drafting of various Agreements- Franchise, Licensing, Distribution, Service, Consultancy, Legal Notices.
- Filing of Trademarks, Copyrights, and Designs.
- Filing Opposition, Reply to Oppositions- Counter-Statement, Evidence, etc.
- Reply to Examination Reports issued by Ld. Registrar of Trademarks and Copyrights.

Junior Associate- Chambers of Adv. Seema Sharma, Indore (January 2020- December 2021)

- Preparation of Bail Applications, I.A., Appeals
- Drafting of Applications pursuant to the matters of Central Administrative Tribunal, Indore Circuit
- Appearance before Hon'ble High Court of Madhya Pradesh, Bench at Indore, Hon'ble Central Administrative Tribunal, Indore Circuit, and Hon'ble Family Court of Indore
- Preparation and execution of Legal Notices, Reply to Legal Notices, Police Complaints, etc.
- Filing of Applications before Hon'ble High Court of Madhya Pradesh, Bench at Indore
- Research on Criminal, Civil, and Matrimonial Laws.
- Assistance in the preparation and filing of cases.

Junior Associate- G.S. Rijhwani & Co., Indore (August 2018- April 2019)

- Drafting Legal Notices, Examination Report Replies, Opposition
- Maintenance of Client Portfolio
- Trade marks Journal Examination and Copyright sets Preparation
- Establishing sound communication with the Clients and maintenance of Firm's Database

WORK EXPERIENCE- TEACHING

- Visiting Faculty at **Prestige Institute of Management and Research, Indore**- March 2021- May 2022.
- Visiting Faculty at **Institute of Company Secretaries of India, Indore Chapter**- September 2020- December 2020.

INTERNSHIPS

- **Khaitan Legal Associates**, Nariman Point, Mumbai (2019- 4 Weeks)
 - Legal Research
 - Research on the provisions of the Insolvency and Bankruptcy Code, 2016
 - Regular Court and NCLT Visits
 - Preparation of Documents and preparing notes on new Laws
- **CA Niranjan Lahoti and Co., Indore** – Part of B.com Curriculum

POSITION OF RESPONSIBILITY HELD

- Member of Creative Committee of College Fest- Manthan.
- Participated in Innovative Mela organized as part of E-Week of NEN.
- Member of Cultural Fest organized by ICSI.

ADDITIONAL COURSE DETAILS

- Cleared DL-101 Course conducted by WIPO
- Enrolled for Diploma in Advance Contract Drafting, Negotiations and Dispute Resolution-Lawsikho
- Currently enrolled for
 - Diploma in Intellectual Property Laws and Media Law- Enhelion
 - Certificate in Contract Drafting- Enhelion
 - Certificate course in Insolvency and Bankruptcy Code- Enhelion

PERSONAL PROFILE

- **Date of Birth:** 23rd August, 1994
- **Marital Status:** Single
- **Nationality:** Indian
- **Father's Name:** Harish Kataria, CEO- Hindustan Equipment Pvt. Ltd., Indore
- **Mother's Name:** Indu Kataria, Homemaker
- **Current Address:** D-142, Sector 41, Noida, Gautam Buddha Nagar- 201301, Uttar Pradesh
- **Permanent Address:** 35, Swami Vivekanand Nagar, Kanadia Road, Indore- 452016, Madhya Pradesh

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