

BIBI NOUSHRATTE KAUDERALLY

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Education

2016

- **BA (Hons) Law & Management**
  University of Mauritius

2005

- **Diploma in Information Technology (Software Engineering)**
  University of Mauritius School of Technology, IVTB with examining body: University of Technology

Certification

2025

- **Mastering Corporate Governance & Social Responsibility from Fundamentals to Expertise** (ongoing)
  YOUVIEW LONDON UNIVERSITY UK
- **Mastering Commercial Contract Management** (ongoing)
  Udemy
- **Banking and Finance**
  YOUVIEW LONDON UNIVERSITY UK
- **Mastering Project Management from fundamentals to Agile & PRINCE2**
  YOUVIEW LONDON UNIVERSITY UK
- **Risk Management**
  International Business Management Institute (Berlin)
- **A Masterclass in AML & CFT for beginners and Compliance Professionals**
  Temple

About me

I have approximately 20 years of working experience mainly 12 years in litigation and 8 years in Intellectual Property.

Experience

Senior Paralegal IPalto Ltd	From May 2019 to date
Legal Executive Kalexius (Mauritius) Ltd	From April 2017 to March 2019
Counsel's personal/legal assistant (part-time) Citilaw Ltd	From March 2016 to December 2016
Counsel's personal/legal assistant cum administrative secretary Citilaw Ltd	From May 2009 to February 2016
Attorney's / Barrister's secretary Etude Guy Rivalland	From June 2005 to April 2009

Skills

- Organisation skills
- Project Management
- Time Management
- Analysis & Review of Legal Documents
- Communication skills
- Problem Analysis
- Critical Thinking
- Adaptability
- Digital literacy
- Attention to detail
- Drafting of Legal Documents
- Analytical skills
- Problem solving
- Customer Engagement

Language

- French
- English
- Urdu

List of Duties of post held in the legal firms

Secretarial duties:

- Attend to telephone calls, enquiries and requests, and handle them as appropriate
- Communicating and liaising with Receptionist and other departments
- Organise and maintain diaries and making appointments - ability to manage time constraints for the Counsel
- Organise and ensure Counsel is well-prepared for meetings and when required, attend meetings Optimize clients' satisfaction, Counsel 's time, and conference rooms utilization by scheduling appointments in person or by telephone
- Comfort clients by anticipating clients' anxieties or frustration in case of delays; answering clients' questions

Administrative duties:

- Maintain attendance records
- Deal timely with incoming emails, faxes and post
- Produce documents, papers, copies, reports and presentations
- Arrange all aspects of international travel
- Organise conference calls
- Deal with correspondence and writing letters, take dictation and minutes - type confidential letters and deal with confidential correspondence
- Obtain, record, maintain and update proper, accurate and complete information in respect of client portfolio, files, court cases, contact details, business expenses
- Maintain business office inventory and equipment by checking stock to determine inventory level; anticipate needed office supplies; placing and expediting orders for supplies; verifying receipt of supplies; scheduling equipment service and repairs
- Maintain continuity among work teams by documenting and communicating actions, irregularities, and continuing needs

Financial duties:

- Protect clients' rights by maintaining confidentiality of personal and financial information
- Deal with office related expenses
- Prepare invoices and follow up payment of fees
- Keep and maintain proper financial and accounting records

Legal duties:

- Litigation (Commercial, civil & criminal, contract disputes, tort, employment disputes, defamation) & Intellectual Property (Trademark)

- Help clients in distress by responding to emergencies requiring legal services
- Type legal documentation with a high degree of accuracy, excellent layout and presentation and the ability to use all aspects of the track changes function on Word
- Carry out searches with relevant authorities such as Intellectual Property Office, Registrar General and Registrar of Companies in Mauritius
- Proper follow up of court cases and clients' files
- Assist counsel and take notes when required during disciplinary committee
- Prepare transcript after disciplinary committee
- Prepare motions for court attendances
- Prepare trademark applications and renewals in Mauritius
- Prepare files for incorporation of companies locally
- Prepare summons to witnesses for civil and criminal cases
- Legal research and any research for pertinent information Draft legal documents (agreements, quittance, cease-and-desist letters, plaints, affidavits, ..)Liaise with officers of competent authorities (e.g. labour officer, court officer, police prosecutor, magistrate/Judge's secretary)

- Intellectual property (Trademarks, Domain names & patents)

- Watch and monitor trademarks among domain names to detect potential violations which require the defense of the client's rights
- In case of infringement, investigate by carrying out exhaustive searches on the internet, screening of websites
- For complex domain name infringements in order to help in addressing violations of the client's Intellectual Property Rights, sometimes, the help of private detectives is solicited for onsite visits.
- Provide pre-litigation services to attempt resolve cases amicably through drafting and follow- up of cease and desist letters, negotiations and notification of rights.
- Provide litigation Services through effective use of a whole range of International Courts available for the resolution of disputes regarding the registration of Internet domain names, more specifically using Alternative Dispute Resolutions – drafting, filing and follow-up of cases related to Uniform Domain Name Resolution Policy (URDP plaints).
- Provide administrative and legal support as required by the company
- Perform surveillance of domain names and provide recommendation in pertinent cases
- Prepare summary for client following decisions of court cases
- Analyze case to case basis to advise clients in respect of legal steps related to change of ownership of patents
- Prepare request for Recordals of patents and file with the French Patent Office (mainly change of name & address, change of legal form, transfer of rights, merger and registering a license)
- Prepare legal documents for Recordals of patents (Deed of assignment, License Agreement, Deed of Merger and declaration)
- Exchange correspondences with agents internationally (retain the services of agents)
- Ability to analyze & review corporate legal documents of various jurisdictions (European, American, Canadian, Asian..)
- Knowledge of the procedures of National Patent Offices worldwide

My attitude at work:

- Obey and comply with all lawful and reasonable instructions given by Management and/or communicated to me by my superiors including duties not specifically mentioned in my list of duties but which may be reasonably expected within the scope of work
- Devote all my time, attention, knowledge and skill during working hours exclusively to the affairs and interests of the organisation and to work exclusively for the organisation during the duration of my employment
- Observe the Policies and Procedures set by the organisation from time to time in the conduct of its affairs
- Act in good faith and to endeavour to protect and promote the interests and assets of the organisation and to preserve its reputation and goodwill at all times

Reference

Mr. Francis Hardy, Attorney-at-Law, The Fabrique, Sir Virgil Naz Street, Port Louis.

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