

# Dipankar Dey

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## Objective:

To take up all kind of challenging job matching with my ability and knowledge to perform it Successfully. I am able to work on own initiative or as part of team. A result oriented profession with more than 8 years functional experience in operation in intellectual property law firm.

## Present Job Responsibilities :

- Prepare and electronically file new patent application in India
- Prepare and electronically file divisional application in India
- Submission of certified and verified English translation of priority Document
- Prepare and send Examination Report with invoice to client
- Prepare and file a response to the examination report on the basis of client's instruction
- Response filing reporting and invoicing to client
- Submission of pre-hearing and post-hearing arguments
- Transmit hard copy document to clients, via appropriate method of service.
- Maintain database, docketing client instructions and information.
- Organize and manage multiple priorities.
- Adjournment of hearing
- Filing of extension of time.

## Organizational experience

- Presently associate with S. Majumdar & Co. as a patent paralegal, since 2019 to the present (Intellectual Property Law Firm)
- Previously associate with D P Ahuja & Co as a patent paralegal, since 2013 (Intellectual Property Law Firm) to 2019.

## Computer Proficiency:

- Well versed with MS Office (Word, Excel & Power Point) and Internet Applications

## Academic Details:

➤ Master of Arts in English (M.A): Rabindra Bharati University

## Language known:

Language	Speak	Write	Read
English	✓	✓	✓
Hindi	✓		
Bengali	✓	✓	✓

## Expected salary :

➤ Negotiable.

## Personal Details :

**Date of Birth:** 2<sup>nd</sup> February 1985.

**Father's name:** Nikhil Ch Dey.

**Religion:** Hindu.

**Sex:** Male.

**Marital status:** Married

**Nationality:** Indian

**Date:** 14-01-2022

**Place:** Kolkata.

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