

CURRICULUM VITAE

Alka

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Objective

To utilize my skills to serve company's interests while being resourceful, flexible and have a rewarding career with opportunities for growth in a competitive environment.

Interest Domains

- ✓ Intellectual Property Rights (Patent & Trademarks).

Currently

- ✓ **Working with anovIP, as “Coordinator (Patent)” since 2nd January 2019. Prepare formal rejection response to FER and Hearing and file them on e-portal.**
- ✓ **Preparation and e-filing of patent applications.**
- ✓ **Coordinate with prosecution team in regards to FER/Hearing responses and application drafting.**
- ✓ **To maintain the records of issued FER's/Hearings and their deadlines.**
- ✓ **Client communication for application drafting matters.**

Experience

- ✓ **Worked with “IPR International Services, as “Patent Executive” for 8 months (since 11th April 2018 to 31st December 2018). Worked in patent application filings, assisted Patent Attorneys in filing FER and Hearing responses by preparing formals and other requirements.**
- ✓ **Worked with Global IP India, Delhi as “Technical Associate- Trademark & Patent” for 1 year 6 months (since 3rd October, 2016 to 6th April 2018). Worked in Patent application filing and filing patent related other forms. Updating and maintain patents records. Also deal with matter related trademark filing, TM searches and class search and other related filings.**
- ✓ **Worked for 8 Months (1st January 2016 to 30th September 2016) at Bansal & Company, Noida in Trademark field (Trademark Drafting and Filing, TM search, class search and other related forms of trademark and to update records).**

✓ **One month (October 2015) internship in IPR at FICCI, New Delhi**

Done research on: Patent in Biotech in India and Europe, Patent Procedure in India in Biotechnology, Section 3(d), Patent of Microorganisms in Europe and India. Difference between European patent and Indian Patent in Biotechnology. Biotech Companies in India.

Educational Qualifications

Year	Degree	Board	Institute/ School	%Marks
2014	Training program (Professional Designation in Intellectual Property Rights and Patents)	BII, Noida	BII, Noida	68.66%
2011	P.G. Diploma (Intellectual Property Rights)	IGNOU	IGNOU, New Delhi	60.00%
2005	B. Sc. (Biology)	CSJM University, Kanpur	CSJM University, Kanpur	50.15 %
2001	Class XII	UP Board	Pt.V.N.I.C., Kanpur	61.10 %
1999	Class X	UP Board	S.B.I.C, Kanpur	69.83 %

Technical Skills

- **Operating Systems:** Windows XP
- **Packages:** Microsoft Office (Fluent with MS Word, MS Excel, MS PowerPoint), Image Processing using Adobe Photoshop
- **Fluent with typewriting**

Declaration

I hereby declare that all the information mentioned above is correct to the best of my knowledge.

Place: **Delhi**

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