

**Present Address:**  
28/128, Ground Floor,  
West Patel Nagar,  
New Delhi - 110008  
☐ +91-9891270447  
✉ deepakgaba81@gmail.com

## *Deepak Gaba*

### Professional Experience

**Rajeshwari & Associates**  
(Attorney at Law)  
July 2016 to till date  
**Sr. Paralegal (Patent)**

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- Responsible for maintaining and tracking all due dates for Foreign Applications, PCT applications and Opposition List;
  - Contacting Foreign Associates for New filing Applications (convention and national phase) as selected countries by the client;
  - Reporting to the client regarding RFE, Office Actions, renewal fee payment etc. as issued by the respective jurisdictions and subsequent inform to the associate after obtaining approval from the client for the same;
  - Sending timely reminders to the clients (Indian as well as Foreign applications) for all upcoming deadlines (i.e. Formals documents, RFE, FER/Office Action Responses, Complete applications, Hearing, Annuity/Renewal payment etc.);
  - Preparing and filing PCT Application and reporting to the client;
  - Preparing and filing Form 25 via e-module and reporting to the client;
  - Preparing and Filing Forms (forms 1, 2, 3, 5, 26, and 18) etc.;
  - Preparing and filing Section 8 documents via e-filing module;
  - Preparing and filing a request for obtaining certified priority documents via e-filing module;
  - For filing FER Response via e-filing module and report of the client;
  - For Renewal fee payment via e-filing module;
  - Preparing and filing working statement (Form 27) via e-filing module;
  - Preparing and filing Oppositions (Pre-Grant as well as Post-Grant) via e-filing module;
  - Visit to the Consulate Office (Argentina, Qatar, Oman, Peru, Saudi Arabia, UAE etc.) for legalization of documents (POA, Assignment, Certificate of Corporation);
  - Preparing invoices for sending to the client;

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**Anabler Outsourcing Pvt. Ltd.**  
(Anand & Anand, Advocates)  
October 2014 to July 2016  
**Paralegal/Legal Assistant (Patent)**

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- Maintenance of database records for all due dates
  - Preparing and filing patent post filing documents (Forms, POA, Assignments and Section 8 documents) at the Indian Patent Office
  - Responsible for reporting to client regarding Publication of Patent application
  - Preparing and filing Form 18 at the Indian Patent Office

- Sending formal reminders to client of due dates including POA, Assignment, POR, Section 8(1), 8(2) documents and Office Action etc.
  - Maintaining original documentation and filing at the Indian Patent Office
  - Responsible for Short reporting/Detail reporting /Draft Response to client regarding First Examination Report (FER) of the subject Patent Application issued from the Patent Office
  - Preparing and filing Response to the First Examination Report at the Patent Office
  - Downloading file wrappers, Preparing and filing at the Indian Patent Office
  - Shorthand & Tying work
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**Previous Employer-**  
**BPTP Ltd., Gurgaon**  
**June 2010 to August 2014**  
**Stenographer – Legal**

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- Handling Litigation Work, like:
    - Maintaining Legal Dairy of Court Cases
    - Preparing monthly MIS report of court cases
    - Preparing Vakalatnama, Affidavits etc.
    - Preparing sets for filing WS, Evidence & Written Arguments etc.
    - Notary Affidavits, MOU, Indemnity & Evidence etc.
    - Shorthand & Tying work
    - Visiting Court (District, State Commission & Nation Commission)
  - Preparing or edit internal and external letters, faxes, memos and emails.
  - Assisting in Technical matters & Courier correspondence etc.
  - Providing day to day administrative support.
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**Previous Employer-**  
**Remfry & Sagar, Attorney-at-Law, Gurgaon**  
**August 2008 to April 2010**  
**Office Assistant- Patent Department**

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- Responsible for reporting to client regarding First Examination Report of the subject Patent Application issued from the Patent Office.
- Responsible for filing response to the subject Patent Application at the Patent Office.
- Responsible for filing Divisional Application of the subject parent Patent Application, if required, at the Patent Office.
- Responsible for filing Response to the further official action of the subject Patent Application.
- Responsible for reporting to client regarding discussing the case of the subject Patent Application with the Examiner and Controller.
- Responsible for maintaining records of correspondence with the clients and Patent Office of the subject Patent Application filed at the Patent Office.
- Self-correspondence of routine matters.
- Maintaining information and documentation system.
- Taking dictation and typing.

## Educational Qualification

- Bachelor of Commerce, from Delhi University (2004)

## Professional Qualification

- One year Diploma in Office Mgt. & Secretarial Practice from Y.M.C.A New Delhi.
- Working Knowledge of Ms-Word and Ms-Excel.



(DEEPAK GABA)