

VINUTA BHAT

Senior Patent Paralegal

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About

A Sr. Patent Paralegal at GIP India, Dwarka. Working exhaustively since June 2014 on the filing and prosecution of Patent and Design applications in India and abroad. Handling billing and preparing cost estimates for Indian and Foreign clients.

Additional Skills

- Patent Filing & Prosecution
- Design Filing & Prosecution
- InPASS
- Docketing
- MS-Office

Work Experience

Apr 2020 - Present
GIP India Pvt. Ltd.
New Delhi, India

Senior Patent Paralegal

- Preparing and filing all types of patent applications in India and other territories such as US, EP, Japan, China, Asean countries, etc.
- Filing amendments in India as well as PCT patent applications such as voluntary amendments, change of address for service, Article 19 and Article 34.
- Reporting publication of the patent applications to clients.
- Detailed reporting of the First Examination Report (FER) to clients along with comments and cited prior art documents.
- Detailed reporting of the as filed copies of filing, response to FER to the clients.
- Preparing and filing additional patent forms such as Form 3, Form 9, Form 18, Form 25, Form 26, Form 27, Form 28, Form 29, etc..
- Detailed reporting of the Grant of Patent with Letter Patent Documents (LPDs) and paying the annuities.
- Client Management: Coordinating with clients over emails and calls. Responding to their queries on different matters. Preparing and sending various cost estimates to clients such as filing, responding to FER, pending renewals, etc. Handling the entire billing of the client.
- IP Docketing: Docketing and tracking the due dates of the Patent and Design applications.
- Maintaining hard copies of patent files such as forms, correspondences, etc.

Additional Responsibilities:

- Hiring source/ Strategy/ Planning/ Execution - Recruitment and selection of candidates of all cadres through Job Portals, Employee Referrals, Walk-ins, Job Postings, etc.
- End to End Recruitment - Planning, Execution, Sourcing, Screening, Scheduling, Operations Coordination, Negotiation, Offer roll out for Senior level & Mid level IPR domains hiring.

Jun 2014 - Mar 2020

GIP India Pvt. Ltd.
New Delhi, India

Paralegal

- Filing and Prosecution: Preparing all required forms for filing Patent (Ordinary, PCT National Phase, Convention and PCT), and Trademark applications, and submitting the same at the Indian Patent Office through e-filing module of Patents. Handling all post-filing formalities.
- IP Docketing: Docketing the filing and the due dates of the Patent and Design applications. Tracking the status of patent and design applications.

Additional Responsibilities:

- Hiring source/ Strategy/ Planning/ Execution -Recruitment and selection of candidates of all cadres through Job Portals, Employee Referrals, Walk-ins, Job Postings, etc.
- End to End Recruitment - Planning, Execution, Sourcing, Screening, Scheduling, Operations Coordination, Negotiation, Offer roll out for Senior level & Mid level IPR domains hiring.

Apr 2013 - May 2014

Fazlani Altius
Business School

Admission Counsellor

- Handling Walk-Ins and enrolling students in the courses offered by the Institute.
- Handling Inbound and Outbound calls, follow up on Enquiry and database
- Understand student requirements and guide the student to enroll in appropriate program.
- Explaining eligibility criteria, admission procedures, course structure, course details etc. to the students
- Ensure proper post-admission services are delivered to the students.
- Achieve assigned admission and walk-in targets
- Participate in all recruitment events, open houses, school fairs, information sessions, exhibitions, school visits and off-campus events.

Oct 2011 - Sept 2012

Cambridge
International
School

PRT Teacher

- Identify, choose and implement different teaching methods for all students
- Guide theoretical information, practical skills, methods and techniques.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Use media equipment to sustain the course.
- Assign and grade class work, homework, tests and assignments.
- Instruct and monitor students in the use of learning materials and equipment
- Examine and give students feedback on academic activity
- Encourage and monitor the progress of individual students.
- Act as tutor and offer them moral support.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately.
- Establish and maintain good relationships with the school staff, students and their parents.

Education

2011 Bachelor of Education (B. Ed.)
College of Vocational
Studies, New Delhi

2009 Bachelor of Arts (BA)
Sri Aurobindo College
(DU), New Delhi

2006 12th (Arts) C.B.S.E Board
Delhi Kannada Sr.
Sec. School, New
Delhi

2004 10th C.B.S.E Board
Delhi Kannada Sr.
Sec. School, New
Delhi

References

- Ram Naresh Patyal (IN/PA - 2177) - Managing Associate at LexOrbis
- Ranjeev Kumar (IN/PA - 3108) - Associate at LexOrbis
- Chandan Kumar (IN/PA - 3095) - Senior Patent Associate at RNA, Technology and IP Attorneys

Personal Details

- Date of Birth: 24th August, 1986
- Sex: Female
- Nationality: Indian
- Religion: Hindu
- Language: English, Hindi, and Kannada