**Sakshi Suri**

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| **Objective**  Enthusiastic paralegal/docketing specialist in patents who is willing to learn new techniques on how to improve the efficiency. |  |
| **Education**  **CCS (Chaudhary Charan Singh)University**  LLB (Pursuing)  **Symbiosis University, Pune**  PGDBA  **PGDAV COLLEGE, DELHI UNIVERSITY**  BA (Programme), specialization in Mathematics  **ST. MARY'S SR. SEC. SCHOOL, DELHI**  Commerce with Mathematics | 21st Jan,1989  Female  8178158223/  9811906866  sakshisuri2189@gmail.com  *228D, QU Block,*  *Pitampura,*  *New Delhi-110034* |
| **Work Experience**  ***Anaqua (June,2017-Present)***  **Docketing, Paralegal and Data Validation**  **Sr. IP Specialist**   * Validating and updating the Anaqua by creating relevant tasks, taking required action, sending reminders, and updating the Emails and Documents related to Patent Prosecution in the software with all the communications and deadlines associated with Patent Applications. * Inventor name creation, Matter creation, Adding prior art references. * Allocating work to team members. * Processing, Quality auditing, allocation, preparing daily client reports, audit sheets, communicating with client. * Preparing Manuals and SOP to help team members to process the emails accurately without missing any steps and deadline. * Providing Training to the New joiners and Existing Team Members on IP learning and Microsoft Excel functions. * Merge, transform, manipulate, and create datasets and then validate the data using different tools, portals, and websites.   ***CPA Global (Feb,2015-June,2017)***  **Docketing**  **IP Specialist**  \* Validating and updating the IP management software with relevant information.  \* Handling critical communication of patent Attorney's. | **Skills**-  Docketing Skills – Worked on Anaqua and Memotech Software  Matter creation  Inventor name creation  Advanced Excel |
| **Professional Skills**  \* Strong time management and administration skills.  \* Effective leadership and motivation skills.  \* Solution oriented with exceptional critical thinking.  \* Dealing with clients independently.  \* Skills in conducting various training sessions for enhancement of performance and quality of service. |  |