

## CURRICULUM VITAE

**NISHA KUMARI**

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### **Objective:**

To work in an innovative and challenging environment that will enhance learning skills & knowledge and enables me to provide best services to the company and the industry. Along with to experience and to rise to a successful position this believes in professionalism and development of the individual and encourages sustained contribution.

### **Current Status:**

Currently I am not the part of any organization and looking for better career prospects, professional growth and work opportunities. I want a change in career direction with new role and new challenges at work which will enhance my learning skills and knowledge and enables me to provide best services to the company and the industry. I got the exposure to learn a lot in my eight and half years of career in my last two organizations.

### **Work experiences:**

#### **CLARIVATE ANALYTICS PVT. LTD**

Previously worked as a **"Team/Quality Lead"** [Jun 22, 2014 to Dec 30, 2019]

#### **Key Responsibilities:**

1. Handling Team and Develop a strategy the team will use to reach the goal.
2. Managing the flow of day-to day operations which includes:
  - a) Daily allocation of works to the team
  - b) Handling all the Quality Check and uploading the quality sheet to the main data
  - c) Handling queries and provides training to the team members
  - d) Creating and uploading data on daily basis to report to clients
  - e) Handling client calls on a regular basis
3. Experienced of Docketing in Trademark/Patent prosecution with strong organizational skills; ability to handle multiple projects simultaneously; well-developed decision and problem-solving skills.
4. Experienced in Paralegal Work –Entry of references in the database.
5. Detail-oriented, professional demeanor, ability to work independently and prioritize, maintain strict level of confidentiality; ability to work in a collaborative teamwork environment.

**Specialties in Database:** Worked with IP Database like CPI, IP Manager, Foundations IP, Patricia and Anaqua Systems.

#### **CPA GLOBAL PVT LIMITED**

Previously worked as a **"Sr. Specialist"** [Apr 11, 2011 to Jun 20, 2014]

#### **Key Responsibilities:**

1. Processing, docketing and database updating for all incoming USPTO actions and correspondence in Foundation IP software.
2. Docket cross-off, email notification and initial due date reminder. Activity creation/document upload (no docketing), additional reminders
3. Processing of documents in Foundation IP which includes communication with US Counterpart, notification to concerned attorneys, paralegals and case management group regarding the communication/notices/deadline to submit reply or fees of Patent and Trademarks offices
4. Notify the communication of Foreign Agent/Associate to the concerned person (Foreign filing paralegals & working attorneys) of the specific matter
5. Processing Trademark document in FIP which also includes communication with US Counterpart
6. Frequently handling quality check whenever it needed
7. Giving training to new trainees in all USPTO documents

**"Specialist"**

The Specialist is accountable for work processing and is informed on work planning, KPI Mapping and Performance review. Our work is a post issuance activity as it starts once the Patent is issued.

**Key Responsibilities:**

Browsing the entire history of patent prosecution documents in order to check each and every detail of final allowable matter and compare it with the issued patents with relevant references. Checking all received documents for correctness and completeness against the file history of the Patent.

**Educational qualification:**

- B. Sc – Zoology Honors from Gangadhar Meher College, Sambalpur, Odisha in 2004
- 12<sup>th</sup> from CBSE Board, Kendriya Vidyalaya, Sambalpur, Odisha, 2001
- 10<sup>th</sup> from CBSE Board, Kendriya Vidyalaya, Sambalpur, Odisha, 1999

**Professional Qualification:**

- Master's in Business Administration from Sambalpur University, Odisha in 2007
- P.G. Diploma in Intellectual Property Rights from Indian Law Institute, New Delhi

**Computer Technical Skills:**

- SYSTEMS : Windows (95, 98, 2000, NT, XP)
- OTHERS : MS WORD, EXCEL, POWER POINT

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place:** Ranchi

**Date:**

**(Nisha Kumari)**