**VINEET KHEMANI**

 House No. 2086P Third Floor

Sushant Lok- 2, Gurgaon Sector 57
 Mob no.7042100399

Email: khemanivineet91@gmail.com

**CAREER OBJECTIVE**

To work in an environment which should provide me an opportunity to fully utilized my knowledge and skills.

**ACADEMIC QUALIFICATION**

* Pursuing LL.B from Chaudhary Charan Singh University
* Completed MBA from Amity University in 2017
* Graduation in B. Com(P) completed from Delhi University in 2013
* 12th from C.B.S.E in 2009
* 10th from C.B.S.E in 2007

**PROFESSIONAL QUALIFICATION**

 One year Diploma in Office Management from New Delhi YMCA in 2010

**Course Contents**

* Office Management
* Computer Application
* Business English Communication
* Communication Lab.
* Stenography Skills

**ON THE JOB TRAINING**

 As a trainee in Research Institute of Vedic Culture December 15, 2009 to
December 31, 2009

**PROJECT UNDERTAKEN**

* Worked On University Database.
* Worked for India Education Review.
* Worked For health care Projects.

**WORK EXPERIENCE**

* Worked with Webchutney Studio Pvt Ltd for 6 months as a Office Executive .
* Worked with Chadha & Chadha Intellectual property for 2 years as a Trademark Paralegal From January 2011 to February 2013.
* Presently Working with Groser and Groser now as Senior Trademark and Patent Manager

**RESPONSIBILITIES IN TRADEMARKS**

* Handling all the reporting of the trademark department.
* Filing all trade mark Forms, amendment in pending application as well as registered marks.
* Oppositions matters, filing various extension forms during the opposition matter for extending deadline.
* Handle all the Trademark Queries as well as examination report and reporting of the response to First Examination report to client and as well as Trademark Searches.
* Reporting Hearing notices, Correction in publication journal and Registration certificate
* Renewal of Trademark Registration along with amendment if any
* Publication and Registration certificate reporting and corrections matter.
* Reporting for prosecution matters as well as registry orders reporting to client.
* Maintaining deadlines.
* Maintaining renewal records.

**RESPONSIBILITIES IN PATENTS**

* Preparing new patent PCT Applications, Provisional applications, Convention Applications, Standard Applications,
* Preparing various Forms for filing New Applications including:
1. Form-1 (Application for Patent)
2. Form-2 (Specification)
3. Drawings (use of drawings)
4. Form-3 (Correspondence)
5. Form-5 (Inventor details)
6. Form-18 (Request for Examination).
* Preparing and filing Form-3 at the Indian Patent office.
* Preparing and filing prosecution documents and maintained deadline
* Preparing and filing Section 8 (2) documents at the Indian Patent Office.
* Preparing and filing of the FER response and report to the clients
* Preparing various forms related to extension of time
* Preparing and filing new design applications.

**STRENGTHS**

* Proactive
* Systematic

**INTERESTS**

* Playing Games
* Net Surfing

**PERSONAL PROFILE**

Date of Birth : 12th June, 1991

Father's Name : Mr. P. D. Khemani

Languages Known :English and Hindi

Date (VINEET KHEMANI)