



CURRICULUM VITAE

BHUPENDRA KUMAR

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CAREER OBJECTIVE

- *To achieve bright career in progressive and rewarding work environment, where I can actively devote my ability and professional interest to satisfy my urge for excellence.*

EDUCATIONAL QUALIFICATION

- passed (10th) from S.S.S.K.S. High School, Raghopur, Vaishali (Bihar) 1994.
- Passed (10+2) From Gaya Collage Gaya (Bihar) 1997.
- Graduation B.A (H) from Gaya Collage Gaya (Bihar) 2001.

SKILLS

- Sound knowledge of basic computer skills.
- Good communication & writing skills.
- Responsible attitude and ability to complete tasks in a timely manner.
- Well-developed interpersonal and active listening skills.

PERSONAL DETAILS

- Father's Name: Lt. Kedar Nath Singh
- Date of Birth: March 01, 1980
- Marital status: Married
- Nationality: Indian
- Languages Known: Hindi, English
- Hobbies: Listening Music, Reading Book, Cooking and Travelling.

TYPING SPEED

- 45 WPM

EXPERIENCE

- Preparing and filing all types of Applications such as Ordinary application, PCT Application, National Phase Application and Conventional Application.

❖ **Total Work Experience: 19 Years as a Patent Paralegal**

- Lex Orbis, Delhi_2003 to 2011
- Inttl Advocare, Noida _ 2012 to 2022

Job profile/ Responsibilities

1. Handling cost query and Communications with Client.
2. Filing of new patent application via e-filing Module.
3. Domain related work all types e-filing, Reporting, Reminder and maintain deadline & etc.
4. Handling of all the docketing tasks from patent filing to patent grant, validations and renewals for all jurisdictions.
5. Excellent knowledge of all types of patent related documents & forms as well as varied correspondence, memos of attorney and assignment presentations.
6. Handling clients' query regarding patent filing in foreign countries.
7. Helping patent attorneys in their patent translation requests for patent and other documents through external agents.
8. Reporting error in the granted published patent to the client.
9. Responsible for looking/ maintaining patent applications (Patent Portfolio) filed by company for its various clients around the world and updating the portfolio on regular basis.
10. Preparing and filing a request to obtain CPD and a request for withdrawal
11. Follow up with IPO for recordal status.
12. Follow up with clients regarding upcoming deadlines and instructions.
13. Provided assistance in preparing documents and reports.
14. Prepared such documents which are required in legal proceedings.
15. Making sheets in word and Excel for the database purposes.
16. Status work and formatting Hearing, FER Response of Examination Report.

❖ **Communication with the clients:**

- Detailed acknowledgement and reporting of Application filing.
- Reporting daily filing activities and all correspondence.
- Reporting of Publication, FER, Hearing and Patent of Grant etc.
- Reminder to client for all formal documentations.
- Deadline maintaining, follow up and remind to client all correspondence.
- Sending detailed report on Letters Patent Document.

❖ **Billing:**

- Handling entire billing of the client.
- Scanning and uploading all the invoices at ERP and Client Portal.
- Uploading,bookmarking and entry day to day communication at ERP and Client Portal.