

G. EMMANUEL VIJAYARAJ

✉ emmanuel.8310077821@gmail.com

Mobile: +91 8310077821

CURRICULUM VITAE

CAREER OBJECTIVE

Looking for a suitable position in an organization that offers full scope for growth and where my potential is utilized to the maximum stage for the betterment of the company.

Course	Institution / Board / University	Year of Passing	Percentage
S.S.L.C.	Our Lady of Fathima	2000	69
Senior Secondary	National Institute of Secondary Education, Hyderabad	2001-2003	75.83
B.COM	All Indian Institute of Trade and Commerce, Hyderabad	2004-2007	73.83

WORK EXPERIENCE:

➤ **K&S PARTNERS: Working as (Paralegal) from September 16, 2010 to till date.**

Work Profile: -

- Indian Filings (Ordinary, Conventional, National Phase and Design).
Reviewing documents received from client, preparing necessary forms/documents and filing the application at the Indian Patent/Design Office.
- Prosecution of Indian Patent and Design Applications: Preparing and filing response to formal objections received from IPO/IDO via First Examination Report and Hearing Report.
- Handling multiple client portfolios: Data maintaining, fetching data to their respective portals, working as single point of contact, co-ordinating for smooth flow of work.
- Receiving and reviewing the orders from client and requesting for necessary documents/information if required for processing further with Patent Applications.
- Handling queries received from client and drafting suitable replies.
- Billing: Preparing invoice and sharing with client w.r.t client standards.
- Co-ordinating with ERP team to get data updated in internal data base.

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- Preparing and sharing Monthly trackers to client for docketing the due dates and for providing necessary documents/information to comply with formalities/objections as per IPO practices.
- File Management (Physical Files and Data Managements System)
- Filing Form 27's [STATEMENT REGARDING THE WORKING OF THE PATENTED INVENTION ON A COMMERCIAL SCALE IN INDIA] **Worked and Not worked.**
- Filing and prosecuting Foreign Patents and PCT International Applications.

COMPUTER SKILLS

- ❖ Microsoft Office, MS Outlook, Internet, CRM, ERP.
- ❖ HTML, Internet & E-mailing.
- ❖ IP management software tools: Anaqua, Foundation IP, ERP.

SKILLS

- ❖ Ability to rapidly build relationship and set up trust.
- ❖ Confident and Determined
- ❖ Ability to cope up with different situations.
- ❖ Accept of responsibilities with right enthusiasm.
- ❖ Ability for Team Work & Quick Learner.
- ❖ Managed to take Decision & Team Player.
- ❖ Good academic orientation and Logical thinking.
- ❖ Confident of being successful, good communication skills, good public relations, enthusiastic, can easily cope up in any kind of work atmosphere, ability to work in a team, hardworking and punctual.

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PERSONAL DETAILS

Name : G. Emmanuel Vijayaraj
Date of Birth : 17/11/1984
Gender : Male
Nationality : Indian

Marital Status : Married
Languages Known : English, Hindi, Kannada, Telugu & Tamil
Permanent Address : Flat no. T4, Vimarsa Residency 2, BTM 1st stage, 2nd cross, Bangalore – 560068.

DECLARATION

I hereby declare that information furnished above is true and correct to the best of my knowledge and belief.



Place: BANGALORE

Date: 09/08/2022

(G Emmanuel Vijayaraj)