

RESUME



RENJU AJAY KUMAR

Career Objective:-

To pursue a career in an organization which will provide me an opportunity to prove my abilities to the best.

Date of Birth : Oct. 5th, 1982
Husband's Name : Mr. Ajay Kumar
Marital Status : Married
PRESENT ADDRESS : Thyagraj Nagar, New Delhi

Academic Qualification

- Secondary School Examination in 1999 from Kerala Ed. Sr. Sec. School under CBSE Board.
- Senior Secondary School Examination in 2001 from Kerala Ed. Sr. Sec. School under CBSE Board.
- Graduation done from IGNOU in 2005 (B.A. Economics)

Technical Qualification

- Diploma in Computers from L.B.S.T.
- Diploma in DTP (Corel Draw, PageMaker & Photoshop).
(One year Diploma in Computer); MS-Word (2004, 2007 and 2010), MS-Excel (2004, 2007 and 2010), Adobe Acrobat Reader, OUTLOOK, INTERNET and JAVA

Work Experience (17 Years)

- Worked in M/s. **LEXORBIS**, (8 years 1 month) New Delhi as a Paralegal (in Patents Department).
- Worked in M/s. **Remfry & Sagar.**, (4 year 5 months) Gurgaon as Paralegal (in Patents Department).
- Working in M/s. Lall & Sethi (6 year), New Delhi as a Secretary (in Patents Department).

Job Profile:

- Updating Oracle, Click IPR (Entry).
- Knowledge and working software like, **ANAQUA**.
- Acknowledge mails and revert to client and provide clarification for their queries.
- Preparing and filing all types of Patent Applications filing {Provisional and Complete Specification, Divisional Application, Convention Application, and National phase Application}.
- Draft formal papers (*i.e.*, power of attorney, assignment, Forms 1, 2, 3, 5, 26 *etc.*).
- Checking status for Patent Cases.
- Preparing document for filing (e-filing).
- Preparing & Filing F 3, Filing Section 8(2) details, Formal documentation compliance, Recordal activities, *i.e.* F 6, Amendments on F 13, Publication reporting, Statement of working, Assignment/Merger recordal on Form 16, Change of name/address.
- Preparing Request for Examination (Form 18 RFE) (e-filing).
- Review Filing Receipt and Publication page from journals (Patent Office website).
- Preparing & Filing Form 29 (withdrawal request) for RFE Refund.

- Preparing and Reporting FER (First Examination Report).
- Preparing and filing Response to FER/SER (e-filing).
- Completion of Partial Response i.e. filing form 3/ Section 8(2) documents.
- Prosecution histories, searches, etc. documents form website (EPO/USPTO/WIPO/Global Discloser).
- Confirming client regarding hearing notice.
- Preparing and filing Hearing submission.
- Confirming client regarding issuance of LPD from Patent Office.
- Preparing and filing Renewals of Patent.
- Preparing and filing working statement,
- Replying Client Query.
- Drafting Letters.

Hobbies : Communication with different people

Language Known : English, Hindi & Malayalam

Personal Contact Details

Thyagraj Nagar, Near INA
Delhi - 110 003

Contact Nos. : 7838444038

E-mail address: kumaraditya.ra@gmail.com

Date: 17/04/2023

Place: New Delhi

(RENJU AJAY KUMAR)