

Highly motivated and dedicated towards my work which would help me to utilize my skills and abilities in an organization that offers Professional growth while being resourceful, innovative and flexible, hence to serve the organization with the best of my abilities.

Experience Details:

Company Name: Lex Orbis Consulting Private Limited (March 2019- Present)

Designation: Patent Paralegal

Roles and Responsibilities:

- Preparing, retrieving, and filing of Section 8(1) and Section 8(2) documents
- Preparing Draft responses and Draft Written submission
- Preparing and filing of Certified and Verified English translation of priority document
- Preparing and filing of Verified English translation of PCT Application
- Preparing and filing of Extension of FER response and Adjournment of Hearing Notice
- Preparing and filing of FER Response
- Preparing and filing of SPOA, Form 1, Form 2, Form 5, Form 13, and Form 6
- Send reminder on daily basis for the upcoming deadline
- Maintained the Deadline tracker of FER responses and draft responses
- Acknowledging and forwarding the email to the client
- Preparing and sending of As-filed reporting to client

Previous Work Experience -:

Company Name: Lakshmikumaran & Sridharan (January 2018 – March 2019)

Designation: Patent Paralegal

Roles and Responsibilities:

- Handling all the email communications including client queries, acknowledging, and forwarding e-mails.
- Reporting of FER, As-filed reporting, and invoice reporting.
- Maintaining the Deadline tracker of FER and Hearing notices.
- Preparing and filing of Section 8 documents
- Preparing and filing of FER Response
- Preparing and filing of extension of FER and Hearing Notices.
- Send reminder on daily basis for the upcoming deadline

Company Name: Policy Bazaar.Com (June 2017 – November 2017)

Designation: Financial Advisor

- To handle sales of Life Insurance (Investment Department) voice process
- To handle customer queries regarding the investment policies
- To advise the customer regarding the policies, returns and monthly installments as per their needs/requirements
- In depth knowledge of all Insurance schemes, returns & all the calculations involved in the process

TRAINING EXPERIENCE -:

Company Name: Bank of Baroda (May 2015 – July 2015)

Designation: HR Intern

- Responsible for handling customer queries and getting their feedback on the experience using BOB account.
- Opening new accounts and selling various banking products
- Shortlisting resumes of the desired candidates.

ACADEMIC CREDENTIALS			
Degree	Institute, Location	Percentage	Year
MBA	DAV Institute of Management, Faridabad, Haryana	71	2019
BBA	NDIM, (GGSIPU), New Delhi	70	2017
XII (CBSE)	Lady Irwin School, New Delhi	70	2014
X (CBSE)	Lady Irwin School, New Delhi	75	2012

Soft Skills -:

- Ability to work in new and challenging environment.
- Highly motivated and eager to learn new things.
- Ready to accept challenges.

Strength -:

- Focused
- Self motivated
- Hardworking
- Multitasking

Hobbies -:

- Gardening

Technical Details:

Microsoft Office

Declaration:

I hereby declare that the above-mentioned information is true up to my knowledge

Anjali Joshi