

CURRICULUM VITAE

Name: R Karthik Raj
Mobile No: 9654338209
E-Mail: raj.karthik3322@gmail.com
Address: B-519, Budh Nagar, Inderprui, New Delhi-110012

CAREER OBJECTIVES:

- To get an opportunity where I can make the best of my potential and contribute to the organization's growth.
- Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

ACADEMIC QUALIFICATION:

- CBSE, 10th pass from D.T. E.A Sr. Sec. School, Pusa Road
- CBSE, 12th pass from D.T. E.A Sr. Sec. School, Pusa Road
- Graduation in Bachelor of Commerce from Delhi University
- Completed LLB from Chaudhary Charan Singh University (result awaiting)

PERSONAL DETAILS

Father Name	:	Lt. N Raju
Date of Birth	:	29 th Jan. 1995
Nationality	:	Indian
Religion	:	Hindu
Gender	:	Male
Marital Status	:	Single
Language	:	Tamil, Kannada, English and Hindi

SPECIAL SKILLS:

- Basic knowledge of computer application. (MS Word and MS Excel)
- Four different languages known (English, Hindi, Kannada and Tamil) like to learn more languages that is my keen interest to learn more.

WORKING EXPERIENCE

Organization: GROSER & GROSER INTELLECTUAL PROPERTY
Designation: Patent and Trade Mark Paralegal
Period: 1-February-2019 to till now.

Patents

1. Preparing and filing all Patent Forms such as Form 3, Form 4, Petitions, Form 13, Form 6, Form 18, Form 16, Form 26 (Power of Attorney), Form 27, Proof of Right i.e. Executed Form 1 and Deed of Assignment) etc.

2. Preparing response to the First Examination Report and reporting to the clients under guidance of Senior Attorneys.
3. Maintain the data base of dead line of Patent (FER and monthly working report).
4. Having knowledge of Preparing National Phase, Divisional and Convention Applications.
5. Patent Searching databases such as WIPO, USPTO, EPO, IPO and Google Patents.
6. Sending the draft of documents (Proof of Right and POA) to the client through email and getting them executed before or after filing of national phase.
7. Responsible for executed documents (Proof of Right and POA), getting the same to be filed within the time.
8. Preparing and checking a draft of Proof of Right (i.e. Form 1 and Assignment) and POA and sending to the client for execution via email before or after filing of national phase as per client's instructions.
9. Preparing and Filing corresponding foreign patent applications on Form-3 under Section 8(1) and preparing a list of Section 8(2) documents.
10. Preparing and sending reminders for deadline.
11. Preparing and filing of Form 6 (Deed of Assignment)
12. Preparing and filing Form 13 for amendment e.g. change in address, addition and deletion of inventors, change in address for service and amendment in application.
13. Preparing and filing letter for adjournment of hearing.
14. Preparing and filing Form 4 for extension to file the response to the FER.
15. Reporting to the client after FER and requisitioning for required documents.
16. Preparing and filing Form 27.

Trade Marks

1. Online Trademark Application Filings.
2. Publication and Registration Certificate reporting.
3. Reporting acceptance of mark.
4. Protection grant reporting.
5. Filing letter to the Trade Marks Office for correcting errors in registration certificates and publications.
6. Handling client queries.

7. Filing reply to the Examination report.
8. Hearing notices reporting.
9. Filing renewal
10. Renewal certificate reporting.
11. Filing assignment and merger.
12. Filing recordal of change of name and address of the applicant.
13. Filing amendments and seeking extension of time for filing reply.
14. Filing reply to the examination report.
15. Do public searches
16. Maintaining Renewal Deadline.
17. Checking online status of the applications and reporting the status to the clients.
18. Periodically status update to client.

Organization: TURE COVENENT (Australian company)

Designation: Sales Executive

Period: 28-March-2018 to 30-January 2019.

Handling Australian customers

DECLARATION

I hereby declare that above information is true. I have given sufficient information for the relevant post. If any information will be found incorrect I shall be liable for guilty.

Date:

Place:

R KARTHIK RAJ