

ANITA

Mobile: +91-8448422373 • **Email:** aanitayadav9654@gmail.com
Address: C 2 B/207 Ashoka Pahari Jhandewalan New Delhi-110005

Managerial assignments in Back Office Operations / Client Relationship Management

EXECUTIVE SUMMARY

- ⇒ A competent professional with **2 Years** of experience in **Back Office Operation and Client Handling**.
- ⇒ Excellent leadership, influencing, organization, communication, interpersonal and teamwork skills.
- ⇒ Strong ability to isolate problems, analyze data and drive business strategies, decisions, and solutions with a track record as a change agent and transformative force in organizational and operational improvements.
- ⇒ Have excellent problem-solving, analytical and technical troubleshooting skills and committed to seeking and creating quality improvements to existing processes.

CAREER CONTOUR

SUBRAMANIAM AND ASSOCIATES

Subramaniam & Associate worked November 2017 to December 31, 2019, New Delhi as Secretary cum Patent Paralegal

Key Deliverables:

a) Post Filing

- Preparing and filing of updated details of corresponding foreign applications on Form 3 and search and examination reports along with claims as Granted of the corresponding foreign applications to comply with the requirement of Section 8,
- Preparing and filing of proof of right documents such as executed Form 1 signed by the inventors or Certified/Notarized Assignments document signed by the inventors,
- Preparing and filing of General Power of Authority, and Power of Authority (Specific).
- Preparing and filing of petition under Rule 138 for taking extension for one month to submit updated details of foreign application, proof of right.

b) Handling of non-technical matters while filing response to the 'FER'

- Preparing and filing of petitions under Rule 137 for delay and irregularity in filing the details of corresponding foreign applications and proof of right documents,
- Providing quick- short reporting of First Examination Report to the Associates/Client.
- Preparing and filing Response with all required formalities of the First Examination Report.
- Preparing and filing of adjournment for one month to the Official Notice/Hearing Notice and extension of upto 3 months for filing a response to the First Examination Report after the 6 months due date,
- Only Filing written submission (post hearing) and reporting the filing of it to the Learned Controller,
- Reporting and billing after filing response to the First Examination Report and above-mentioned documents to the Client or Associates
- Preparing and filing working statements on Form 27.

Chadha & Chadha Intellectual Property Law Firm working (January 08, 2020 to till)

- Preparing and filing of updated details of corresponding foreign applications on Form 3 (Section 8(1)) "Received from client" and "At our end",
- Preparing and filing Information under Section 8(2) "received from client" and "At our end".
- Preparing and filing of certified copy of Priority document and its English translation.

- Preparing and filing Form 4 (3 months extension, 2 months extension and 1 month extension) for preparing and filing reply to the First Examination report.
- Preparing and filing of petition under Rule 138 for taking extension for one month to submit hearing response (written submission).
- Preparing and filing of Hearing Adjournment for one month to the Official Notice/Hearing Notice.
- Preparing and filing Hearing attending letter and SPOA for hearing attending.
- Hearing Notice Reporting preparing, and draft send to Associate/Attorney.
- Refusal Order/Abandonment reporting preparing and report to client.
- Preparing and filing withdrawal letter to Indian Patent office (IPO),
- Preparing draft FER response based on client instructions and send to responsible attorney for reviewing.
- Uploading all documents on Indian patent office website (IPO) for filing.

ACADEMIC CREDENTIALS

- ⇒ **B.A. 2015** • Delhi University with 65%
- ⇒ **12th; 2011** • C.B.S.E. with 75%
- ⇒ **10th; 2009** • C.B.S.E. with 63%

Date of Birth: 05 Jan 1994

References: Available on Request