



YASH ARORA

Patent Secretary

Contact Details

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Date/ Place of Birth

January 15, 1999

New Delhi

Profile

Detail-oriented and organized professional with extensive experience in Patent docketing, Patent filing, administrative support and adept at managing complex patent related queries and coordinating with attorneys and clients effectively, ensuring seamless operations within a fast-paced legal environment.

Work Experience

Patent Secretary at Remfry and Sagar, Gurugram

From September, 2021 to Present

As a Patent Secretary, I excel in handling a wide range of activities to support and streamline patent-related processes:

- Preparation of Patent forms for filing the PCT National Phase, Conventional, Provisional and First Filing Complete Application.
- Experienced in efficiently managing the entire process of form submission on the IP India Portal, ensuring seamless document handling and timely completion of crucial tasks.
- Skilled in the meticulous preparation of reporting letters and invoices, ensuring accuracy and compliance with client-specific requirements and industry standards.
- Resolving client queries related to patent procedure at a filing stage.
- Proficient in crafting detailed acknowledgments, ensuring clients to receive clear and detailed responses and communication efficiency.

- As a detail-oriented professional, I diligently update Excel sheets to maintain accurate and organized data records, ensuring seamless access to essential information for efficient decision-making.

Patent Paralegal at B & L Partners, Delhi

From April 2019 to August 2021

In the intimate and collaborative atmosphere of a small law firm, I had the opportunity to make meaningful contributions to cases and witness the direct impact of my efforts, solidifying my passion for the legal profession. As a Patent Paralegal i was handling the following activities:

- Maintaining documents and files related to patents, trademarks, and design.
- Preparation of Patent Forms.
- Updating the excel sheet with regard to each and every activity.
- Scanning and uploading the documents in the software.

Educational Qualification

- Passed Secondary School Education from CBSE Board.
- Passed Sr. Secondary School Education from CBSE Board.
- Graduation in B.com (hons) From Delhi University.
- Pursuing MSC in Information Technology from Singhania University.

Links

www.linkedin.com/in/yshalways4you

Skills

Fast Learner



Ability to Multitask



Ability to Work Independently



Typing Speed



Hobbies

Listening Podcasts and Engaging in fitness training.

Declaration

I hereby declare that all the information provided above is true and accurate to the best of my knowledge.

Place: New Delhi

(Yash Arora)