

CURRICULUM VITAE

Manjunath B T <u>Email:</u> manju.kadur058@gmail.com <u>Mobile No-</u> +91-9900117272 <u>Permanent Address</u> #18, 2nd main, 2nd cross, Thayappa Garden, Bilekahalli, Bengaluru – 560076. <u>Personal Data</u> Date of Birth : 20/06/1988 Sex : Male Nationality : Indian Marital Status : Married Language Known: English, Kannada, Hindi	Objective
	To serve the Organization as a smart worker in this competitive environment discharging all my professional skills.
	Assets
	<ul style="list-style-type: none">• Strong team working.• Effective Communication skill and leadership qualities.• Ability to multitask and meet changing deadlines.• Adjustable to any environment.
	Work Experience
	<ul style="list-style-type: none">• TVS Motor Company Limited, Hosur. (May 2023 to Present)• K&S Partners, Bengaluru. (September 2018 to April 2023)• Unicita Consulting Private Limited, Bengaluru (May 2016 to September 2018)• Global IP Services Private Limited, Bengaluru (Dec 2014 to April 2016)• Indian Computer Corporation, Bengaluru (July 2012 to October 2013)• RMS Technologies Pvt. Limited, Bengaluru (June 2010 to June 2012)

Educational Qualifications:

Qualification	S.S.L.C (2004)	Pre-University Course (2006)	B.E. in Computer Science VTU (2010)
University	Vijaya High School	SSMRV Pre-University College	City Engineering College

Tools:

- **IP Management software tools: ANAQUA, ERP Navision, Foundation IP.**

Core Competency:

- **8.9+ years of experience in IP domain as Patent Paralegal/Administrator.**
- **In-depth knowledge of IN and USA Patent filing and Docketing.**
- Good knowledge in preparing and filing various applications/documents/forms in US and Indian Patent Office.
- 3+ years of experience as System Administrator.
- Good knowledge on various tools which are used in Patent Filing and Docketing.
- Handling correspondences with Attorneys, clients, Patent Office Authorities for Patent Related Matters.

Professional Experience:

- **Company: TVS Motor Company Limited, Hosur**

Role: Deputy Manager, Patent Paralegal

Description:

- **Handling Indian and Foreign Patent Filings.**
- Filing PCT Applications; Provisional and complete Applications; Domestic and National Phase Applications; and Responses to FER's received from IPO.
- Preparing formal response and comments to First Examination Report and filing the same with the Indian Patent office.
- Filing foreign filing request with the IPO.
- Preparing and maintaining Dockets.
- Communicating with foreign associates for filing Provisional, Non-Provisional Application, Continuation Applications and PCT applications; Preliminary Amendments; Responses to Missing part Notices; Responses to Office actions; and IDS.
- Paying Renewal fee with Indian patent office. Instructing foreign associate to pay Issue fee/Maintenance fee for granted Patents. (US, Europe)
- Handling correspondences and coordinating with foreign Attorneys and Clients.

➤ **Company: K&S Partners, Bengaluru**

Role: Patent Paralegal

Description:

- **Handling Indian and Foreign Patent Filings.**
- Filing PCT Applications; Provisional and complete Applications; Domestic and National Phase Applications; and Responses to FER's received from IPO.
- Preparing formal response and comments to First Examination Report and filing the same with the Indian Patent office.
- Filing foreign filing request with the IPO.
- Instructing foreign associates for filing Provisional, Non-Provisional Application, Continuation Applications and PCT applications; Preliminary Amendments; Responses to Missing part Notices; Responses to Office actions; and IDS.
- Paying Renewal fee with Indian patent office. Instructing foreign associate to pay Issue fee/Maintenance fee for granted Patents. (US, Europe)
- Handling correspondences and coordinating with foreign Attorneys and Clients.
- **Preparing and maintaining Dockets** and Interacting with the Docketing team to ensure that the deadlines of office actions, renewal/maintenance fee, patent application filings are met.

➤ **Company: Unicity Consulting Pvt. Ltd.**

Role: Patent Administrator

Description:

- **Handling US and Indian Patent Filings.**
- Filing PCT Applications; Provisional and complete Applications; Domestic and National Phase Applications; and Responses to FER's received from IPO.
- Filing Provisional, Non-Provisional Application, Continuation Applications and PCT applications; Preliminary Amendments; Responses to Missing part Notices; Responses to Office actions; and IDS at USPTO (through E-Filing Mode).
- Paying Renewal fee/Issue fee for granted Indian/US Patents.
- Handling correspondences and coordinating with Attorneys/Clients.
- **Preparing and maintaining Dockets** and Interacting with the Docketing team to ensure that the deadlines of office actions, patent application filings are met.

➤ **Company: Global IP Services Private Limited**

Role: Patent Paralegal

Description:

- Handling US and Indian Patent Filings.
- Obtaining Foreign Filing License (IPO).
- Preparing various forms for IPO related filings such as Form 1, Form 2, Form 3, Form 5, Form 6, Form 9, Form 13, Form 18, Form 25, Form 26, Form 27, Form 28 etc.

- Proof reading of granted patents before submitting to the client.
- Drafting of IPR related Assignment Deeds and Agreements.
- Drafting and sending mails to clients related to patent matters
- Preparing IDS and related documents for US filing.
- Maintaining list of Indian and Foreign filings.
- Communicating with Patent Office authorities for patent related matters through emails and phone calls.

➤ **Company: Indian Computer Corporation, Bangalore**

Role: System Administrator

➤ **Company: RMS Technologies Pvt. Limited, Bangalore**

Role: System Administrator

Description:

- Installing, upgrading and configuring operating system (windows XP, Windows 7).
- Installing, configuring and maintaining ADS, (Server 2008, Server 2008 R2).
- Managing 250+ Systems.
- Managing and repairing desktop using remote admin tools.
- Configuring browser for internet access.
- Configuring Outlook for internet mail.
- Installing Printer and network printers.
- Installing necessary software and utilities to end user.
- Configuring Desktops, laptops, Printers and LAN Connectivity.
- Installing and managing Anti-virus to all clients.
- Taking data backups on weekly/monthly basis and restoration of Data backups.

Declaration:

I hereby declare that all the details furnished above are true to the best of my knowledge.

Manjunath B T