CURRICULUM VITAE

**Gaurav Gupta**
E-mail: **gauravguprta@gmail.com**
Contact Details: **+91 84394 56123**

**Career Objective:** To be at a responsible, independent position within an organization so that the work can be completed according to my own intellect & knowledge but within the requirements and byelaws of the concerned organization.

**Experience Summary: (5 years +)**

**Company Name:**

* K&S Partners (November 2018 - Present)
* Evalueserve.com (April 2018 - October 2018)
* Lakshmikumaran & Sridharan (October 2016 – March 2018)

### Roles and Responsibilities

* Preparing and filing Provisional application, Provisional after complete application, Complete application, and National phase application along with all forms;
* Preparing and filing of Form 1, Form 2, Form 3, Form 5, Form 6, Form 9, Form 13, Form 16 Form 18, Form 26 (SPOA/POA/GPOA), Form 27, Form 28, Form 29, Form 30 and Extension of FER (Form 4), Adjournment of Hearing Notice u/r 129A, Alteration u/r 94(1), Verified English translation/certificate of PCT and priority Application, petition u/r 137 (Form 1, 3, 26, PCT and priority translation);
* Reporting and invoicing of publication of application, FER and hearing notice reporting;
* Preparing draft responses and Draft Written submission;
* Preparing and filing FER Response and Written Submission;
* Send reminder on daily basis for the upcoming deadline (Form 1, 3, 26, RFE, FER and Hearing Submission);
* Maintained deadline tracker of formalities documents (Form 1,3, 26, 18) FER responses along with formal objections, written submission deadline (within 15 days deadline);
* Preparing Form 3 and section 8(2) details form WIPO, EPO and USPTO;
* Acknowledging and Reply of Formal documents queries email;
* Reporting and invoicing of all the actions;
* Reporting of Grant of application;
* Filing of NBA application at IPO;
* Taking care of foreign application application;
* Knowledge of WIPO, USPTO and EPO prosecution.

### ACADEMICS & PROFESSIONAL QUALIFICATION

* Perusing LLB;
* M.com from Digamber Jain College (CCS University) by securing 57.00% Marks;
* BCA from Institute of Management Education (Gzb) (CCS University) by securing 74.00% Marks;
* Intermediate from Vidya Bhawan Public School by securing 60.00% Marks;
* High School from Vidya Bhawan Public School by securing 68.00% Marks.

### PERSONAL COMPETENCIES:

* Never leave my task in b/w, courageous for handling problem.
* Always having my good learning and listening attitude which encourage me to face

any of such a work.

* I enforce myself toward my working punctuality.
* I done my work with honesty.
* Hard Working until the success is grabbed
* Good in communication.
* Ready to learn something new.
* Every time ready for New challenge

### STRENGTHS

* Independent handling of Various Assignments at Office.
* Disciplined
* Organized& Detailed Oriented.
* Good Communication & Interpersonal Skills.
* Committed to Learning New Skills.
* Time punctuality

**HOBBIES & EXTRA CURRICULAR ACTIVITIES**

* My hobbies are Playing Cricket, listening to music.
* I like travelling.
* I like photography.

**Personal Information:**

Name : Gaurav Gupta

 Father Name : Mr. Satya Prakash Gupta

Mother Name : Mrs. Shashi Devi

Date of Birth : 01-January-1995

Address : Gandhi ganj mandi Khekra,

City : Baghpat

State : Uttar Pradesh

 Pin : 250101

Nationality: Indian

Languages Spoken: English, Hindi

 Marital Status: Unmarried

I do hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

Place:-

Date:-