

MAHASWETA BHATTACHARJEE

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SKILLS

- Patent Filing
- Legal Research
- Email Etiquettes
- Meticulous Attention to Detail.
- Proficiency in MS Word, Excel, and PowerPoint.
- Logical Reasoning.

PROFESSIONAL EXPERIENCE

BananaIP Counsel, Bangalore

A. Intellectual Property Associate

(July 2023-Present)

1. Patent Filing
 - Document preparation (Form 1, Form 2, Form 3, Form 5, POA, POR, Priority Document, Sequence Listing) and filing with Indian Patent Office
2. Portfolio Management
 - Managing portfolio of more than 250 clients (Indian and Foreign Clients)
3. Annuity Management
4. Portfolio Auditing
5. Co-ordinating with attorneys and client (Indian and Foreign)
6. Filing related to maintenance of patent application.

B. Junior Patent Associate

(February 2022-June 2023)

1. Patent Filing
 - Preparing and Filing of PCT NP Application
 - Preparing and Filing of Convention Application
 - Preparing and Filing of Ordinary Application
 - Preparing and Filing of Divisional Application
2. Portfolio Management- Managing Portfolios of more than 250 clients.
3. Portfolio Auditing
4. Annuity Management
5. Co-ordinating with attorneys and client (Indian and Foreign)
6. Reporting of Filing of PCT National Phase Filings, FERs and Grant to the client.
7. Others-
 - Filing of Renewal Fees
 - Preparing and Filing of Form 27
 - Preparing and Filing of Request for Examination and Expedited Examination
 - Preparing and Filing of Form 4 (Extension of Time)
 - Preparing and Filing of Form 6
 - Preparing and Filing of Form 13
 - Form 3
 - Preparing and Filing of Power of Attorney and Proof of Right

Phoenix Law Chambers, LLP, New Delhi

Legal Associate

(November 2021-January 2022)

1. Drafted:
 - Will
 - Legal Notices
 - Plaints

- Written Statements
- 2. Court Hearings (Virtual and Physical)-Prepared minutes of hearing and assisted in cross examinations and written statement.
- 3. Worked on NI Act cases and Family Law cases.
- 4. Researched case laws and various legal propositions.
- 5. Case Filing in District Courts and High Courts
- 6. Client Handling

INTERNSHIPS

Adv. Vinay Kumar (Saket District Court)

December 2019 (4 Weeks)

- Learnt Working of Court-Prepared minutes of the court proceeding.
- Court Hearings (Physical)
- Client Interaction

Puri and Rajput Associates and Legal Advice (Virtual)

July 2020 (4 Weeks)

- Worked on preparing case summaries on Railway Cases.
- Also researched and wrote an article on LGBT Community and repeal of Section 377 of IPC, 1861.

Advocate Shivam Sharma and Co. (Dwarka District Court)

October 2020 (4 Weeks)

- Worked on NI Act cases.
- Learnt drafting of civil formats.

EDUCATION

Savitribai Phule Pune University

Pune, Maharashtra, India

LL. B, (IPR Major)- Scored 72%

(2018-2021)

University of Delhi

New Delhi, India

BSc. Botany (Hons)- Scored 6.3 CGPA

(2015-2018)

St. Martin's Diocesan School

New Delhi, India

XII: CBSE (Science)- Scored 85%

(2014-2015)

X: CBSE – Scored 9 CGPA

(2012-2013)

OTHER INFORMATION

- Delhi Bar Enrolment Number-D/10160/2021
- BCI Registration Number-1290110
- Cleared Patent Agent Exam- 2023 (Awaiting Agent Number).

ACHIVEMENTS

- Hosted International Human Rights conference in P.E.S Modern Law College.
- Participated in Inter-College Debate Competition by Navalmal Firodia College
- Participated in National Elocution Competition organised By SP College
- Was the member of Mooting and Debating Club in Law college.

LANGUAGE PROFICIENCY

English, Hindi, Bengali and Marathi.

HOBBIES

- Trained in Hindustani classical music.
- Write poems and quotes.
- Play chess.