



PRIYATA GUPTA


Senior Executive (IPR Operations)

About Me

I am adaptable and flexible towards taking new responsibilities. I have gained knowledge in this process. Abides by company policies and guidelines. I am a good team player and able to complete all assigned tasks within timelines.

 8802312971

 priyatasmile@gmail.com

 : H.No. 1111, Gali No. 9b, Lakhpat Colony
Part-2 Badarpur New Delhi-110044

Language

- English
- Hindi

Skills

- Team Leader
- Communication
- Decision Making
- Adaptability
- Email Writing
- Adequate Knowledge of Patent Act and Rules
- Worked and Different software
- Handling Original Documents

Work Experience

Senior Executive (IPR) Lakshmikumaran & Sridharan 2019-2023

Lakshmikumaran & Sridharan, New Delhi
Reporting Office Action Documents Reviewing, Email Communication, Training to new users, Handling Brief Reporting Team Pertains all formal objections as per Patent Act, Maintain tracker, Handling Original Documents like Proof of Right, Power of Attorney Etc, working on WIPO, IPO websites, Docketing, As-Field Reportings etc.

Corporate Communication Head Worldwide Achievers Pvt. Ltd. 2016 - 2019

Handled multiple tasks assigned by the organization

Education

Passed 10th from C.B.S.E Board in 2010 with CGPA 8.8
10+2 (Science) from C.B.S.E Board in 2012 .

S.G.B.T Khalsa College Delhi University

B.Sc. Life Science
2012 - 2015

Hobbies

Reading Books

Learning New things