

## CURRICULUM VITAE

**Ashima lamba**

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### **CAREER OBJECTIVE**

Administrative support professional experienced working in fast-paced environments demanding strong organizational, technical, and interpersonal skills. Highly trustworthy, ethical and discreet; committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects; able to multi-task effectively.

### **ACADEMIC QUALIFICATION**

<b>YEAR PASSING</b>	<b>OF</b>	<b>COURSE</b>	<b>BOARD</b>	<b>School and College</b>
2017		Bachelor of Commerce	Delhi University	
2013		Senior Secondary	CBSE	Sarvodaya Vidyalaya

### **PROFESSIONAL QUALIFICATIONS**

Presently working with Lall & Sethi, an Intellectual Property Law Firm, as Secretary in the Patent Department from October 25, 2023.

#### **Job Responsibilities at Lall & Sethi:**

- Preparing documents and filing of Indian Patent Applications:
  - Ordinary – Provisional & Complete Applications;
  - Convention Applications;
  - PCT National Phase Applications
  - Divisional Applications.
- Handling Annuities (Renewal) due dates (preparing, filing, and reporting);
- Client reminders and Docketing;
- Patent Filing
- Filing Das Code request;
- First Examination Report, Extension and Responses (preparing, filing, and reporting);

- Hearing, adjournments & Written submissions (preparing, filing & reporting);
- Monitoring deadlines and incharge of compliance of all post-filing documents after filing of the application till the grant (Filing Form –Form 1, Form 3, Form 18, Form 26 etc.)

**Worked with Remfry and Sagar, attorneys at law, an Intellectual Property Law Firm, as Secretary assisting to Senior Partner's from July 03, 2017 to October 20, 2023.**

**Job Responsibilities at Remfry & Sagar:**

- Preparing documents and filing of Patent Applications;
  - Divisional Application.
- First Examination Report and Responses (preparing, filing, and reporting);
- Hearing, adjournments & Written submissions (preparing, filing & reporting);
- Request for Examinations (Monitoring deadlines, Reminders, filing & reporting);
- Formal documents (Monitoring deadlines, Reminders, preparing, filing & reporting);
- Changes in applicant's details (Form-13 & Form-6);
- Preparing and filing Pre-Grant Oppositions;
- Drafting E-mails, Billing, Data maintenance;
- Maintaining and keeping the IP Management software updated all times;
- Work Allotment; and
- Team coordination.

**RESPONSIBILITY & KNOWLEDGE**

- Exposure and experience in the e-filing module of the Indian Patent office
- Experience in an IPR law firm.
- Precise experience in handling transactions at the e-filing module of the Indian Patent office such as filing of applications, formality documents, responses, post-grant document etc.
- Confident; sound communication skills; ability to coordinate with clients and professional personnel within the firm; good relationship skills
- Possess effective planning and organizational skills.
- Honest & hard working.
- A team player with the ability to understand concepts quickly.

**TECHNICAL SKILLS**

- MS Word, Excel and Transcription and typing skills (40 wpm)

## **CORE COMPETENCIES**

- Organisation and planning skills
- Information collection and management
- Decision-making and judgement

## **PERSONAL DETAILS**

Name	:	Ashima Lamba
Father's Name	:	Lt. Harish chand lamba
Mother's Name	:	Lt. Usha Lamba
Nationality	:	Indian
Date of Birth	:	May 10, 1995
Address	:	WZ-116, FF, Street No. 34, Sant Garh, New Delhi-110018
Languages Known	:	Punjabi, English & Hindi
Marital Status	:	Single

## **REFERENCES:-**

**Date :**  
**Place : New Delhi**

**ASHIMA LAMBA**