

# SIDDHARTH KHUTTAN

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## COMPETENCY FORTE

Proactive and dynamic professional seeking career advancements in a competitive organisation fostering an atmosphere that facilitates professionals to utilise their organisational and educational skills and to balance high-level skills with maximum productivity

- **A Master of Business Administration post graduate from University School of Management Studies ,GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, GGSIPU, New Delhi with specialisation in Management Consultancy(2018-2020)**
- **Bachelor of Technology (B.Tech.) graduate from Maharaja Agrasen Institute of Technology(GGSIPU),New Delhi with major in Mechanical and Automation engineering ‘computer aided manufacturing’, ‘automobile engineering’, ‘quality control and quality assurance’, ‘robotics’, ‘personnel management’, ‘repair and maintenance management’, ‘production management’ (2009-2013)**
- Solutions-driven, focused and determined performer offering the highest levels of integrity, initiative, resourcefulness, consistency and diligence in working toward organisational objectives
- Develop process view of business and redesign of its key elements
- Deploy quality culture and prepare possibilities for competitive advantage
- Client focused: solved customer problems on priority basis
- Utilises strong, organised, project and time management abilities, and performs well under pressure
- Excel in report generation, analysis and ability to work well in a team environment
- Assisted research scholars during MBA with research methodology and literature review

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## EXPERIENCE AND PROFESSIONAL DEVELOPMENT

### **Office Of The Controller General Of Patents, Designs And Trade Marks (August 2023-present)**

#### **Working as Coordinator (Science & Engineering) – Mechanical Engineering at Indian Patent office , Mumbai**

**Successfully processed 346 patent applications for grant, 14 refusals , 6 pre grant oppositions, 4 post grant oppositions, 75 lapsed patents restored.**

#### **Roles and Responsibilities**

- Conducting thorough prior art searches with regards to patentability, novelty, industrial applicability , non obviousness and sufficiency of disclosure in patent applications.
- Assisting the controller in identifying and understanding the technical advancement and the technical aspect of the patent application filed.
- Technical Analysis of the specifications of the invention filed for patent.
- Scrutiny of claims, drawings as filed with respect to the patent application as per The Patent Act,1970.
- Analysis and Report generation of the patent application with response to FER and written submissions and evidences if any.
- Citations searching as required.
- Legal search of case laws on Manupatra as and when required for processing applications.
- Drafting successful motion of summary judgement of patent applications.
- Scheduling of Hearing, drafting of Hearing Notice and adding objections to it as per The Patent Act,1970. , making reference notes for hearing with regard to subject matter.
- Drafting Decision orders.

- Post analysis preparing Decision reports for Pre grant and Post grant Oppositions.
- Restoration of patents.

## **ConWiz INC (2013-2016)**

**Delhi**

**Senior software engineer**

### **Projects-**

#### **SOCIETY/FACILITY MANAGEMENT**

**Team size - 4: Project Duration -6 Months**

**Back-end - SQL, Front-end -PHP**

**Role – Team Member**

#### **SET UP AND FUNCTIONING OF MEDIA PRODUCTION HOUSE**

**Team size - 5: Project Duration -7 Months**

**Role - Team Lead**

#### **ONLINE EDUCATION PORTAL**

**Team Size - 5 persons; Project Duration - 5 Months**

**Role - Team member**

#### **DOCUMENT MANAGEMENT**

**Team size – 4; Project Duration – 4.5 Months**

**Back-end – MySQL, Front-end – PHP**

**Role – Team Lead**

#### **SMART GRP – GARMENT APPAREL MANUFACTURING AND SALES**

**Team size – 5: Project Duration – 6 Months**

**Back-end – MS Access, Front-end – MS Access**

**Role – Team Member**

#### **WEBSITE DEVELOPMENT, MAINTENANCE AND SUPPORT**

**Back-end – SQL, Front-end – PHP**

**Summer Intern  
Rail Coach Factory, Kapurthala, Punjab**

**May 2012-July 2012**

Detailed study of Manufacturing, Repair and Maintenance of Rail Coach.

**Summer Intern  
Indian Railways, Diesel Shed, Shakarpur, New Delhi**

**June 2011 – July 2011**

Study of Diesel Multiple Unit along with Field expertise in new project of India Railways, CNG Diesel multiple units.

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**EDUCATIONAL CREDENTIALS**

***MBA Management Consultancy 2018-2020***

CPI-74.91

University School Of Management studies, Guru Gobind Singh Indraprastha University, New Delhi

***B.Tech. Mechanical and Automation Engineering 2009-13***

CPI - 62.44%,

Maharaja Agrasen Institute of Technology, Guru Gobind Singh Indraprastha University, New Delhi

***School –***

12<sup>th</sup> in 2009 Sachdeva Public School, New Delhi, C.B.S.E. with 77.4%

10<sup>th</sup> in 2007 from Sachdeva Public School, New Delhi, C.B.S.E. with 74.77%

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**SOFT SKILLS**

- Knowledge of BPR, TQM ERP, SCM, CRM.
  - Knowledge in MS Office Excel, Power point and Word
  - Knowledge of Software like AUTOCAD, PROE, FANUC
  - Sound Knowledge of Programming language - C/C++, CNC
  - Sound knowledge of Windows XP ,Windows 7,Windows 8,OS X,MAC
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**ACHIEVEMENTS AND AWARDS**

- Amateur Astronomer, Active member of SPACE INDIA.
  - BODYPOWER UK, FIT-FACTOR REGIONAL COMPETITOR fitness CATEGORY
  - Won Medals and Awards in TAEKWON DO at State level.
  - NIIT Painting Competition, Secured 3<sup>rd</sup> Position.
  - Won 2<sup>nd</sup> prize in History Quiz at school.
  - Actively participated in Inter School Debate competitions.
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**Available on Request**

**REFERENCES**