



Pooja Bhandari

Patents And
Administration

Contact

Address

New Delhi, India 110008

Phone

+8178532039

E-mail

Poojabhandari2741995@gmail.com

Skills

Proficiency in Computer

Letter drafting skills

Good command over English

Good command over Excel
work

Microsoft Office

Complaint Handling

Documentation

Data Collection

To look in a learning and challenging environment with global standards in a value driven institution and acquire professional skills in a continued pursuit of career enhancement.

An enthusiastic, punctual & carrier minded individual with excellent communication and interpersonal skills.To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work History

2022-05 -
Current

Contractual Employee, Administration Department

NSIC Okhla, Okhla Phase III

- Completed paperwork, recognizing discrepancies and promptly addressing for resolution
- Organized and detail-oriented with a strong work ethic
- Worked effectively in fast-paced environments
- Demonstrated strong organizational and time management skills while managing multiple projects
- Excellent communication skills, both verbal and written.

2021-06 -
2022-02

Patent Paralegal

Zeus IP Advocates LLP

- Assisting Senior Paralegal in Preparing and Filing in Patent and Design Applications
- Patent prosecution (Section 8 details, Form 1, Form 2, Form 5, Form 13, Form 18 and Form 30), Filing petitions, Filing response to office action (FERs, etc), Docketing Documents and email's in database; Filing written submissions, Preparing and filing first filing, divisional, provisional, and complete applications, making online payments and PCT filing; and Pay Renewal Fee.

2018-08 -

Patent Secretary

Data Entry

Scheduling

Appointment Scheduling

Complaint resolution

Paperwork Processing

Call Management

Staff education and training

Computer Proficiency

Languages

Hindi

Advanced (C1)

English

Upper intermediate (B2)

2020-09

Remfry & Sagar

- Searching patents database using IP India website, WIPO, Espacenet, USPTO, Google Patents
- Patent prosecution (Section 8 details, Form 1, Form 2, Form 5, Form 18 and various Amendments)
- Filing response to office action (FERs, etc) along with necessary petitions and written submissions
- Client correspondence (Sending acknowledgements to clients) and preparing replies to queries
- Filing divisional, provisional and complete applications, making online payments
- Handling critical outgoing and incoming communications from the Indian and foreign patent office and informing same to the client
- Utilize case managements systems for electronic data management of legal files and creation of management reports
- Managing client database and updating deadlines / due dates to effective informing clients and foreign associate and recording their needs vice versa
- Maintaining and keeping the IP Management software updated all times with relevant information provided within the e-mail chain and attached document.

Education

2018-04

Graduation

School of Open Learning, University of Delhi, Delhi University

- Class: Graduation
- Marks Obtained: Third Division
- Subjects: B.com

2014-04

12th

S.E.S Baba Nebh Raj SR. Sec School, CBSE

- Class: 12th

- Marks Obtained: Second Division
- Subjects: English, Economics, Accounts, Business Studies, Physical Education

2012-04

10th

S.E.S Baba Nebh Raj SR. Sec School, CBSE

- Class: 10th
- Marks Obtained: Second Division
- Subjects: English, Science, SST, Maths, Sindhi

2017-04

One year diploma in "M.S OFFICE"

Personal Information

- Husband's Name: Mr. Aditya Negi
- Date of Birth: 04/27/1995
- Gender: Female
- Nationality: Indian
- Marital Status: Married