

YASH SHARMA

DOB: 27/01/1995 / **E-mail:** lamyasharma999@gmail.com / **Phone:** +91-9999921389

Address: #312, Sector 7, Rohini, Delhi, 110085

OBJECTIVE:

Being experienced, looking for a professional working environment wherein I can learn more and contribute my already acquired knowledge for the growth & development of the Company & can have a rewarding career.

PROFESSIONAL EXPERIENCE:

<i>Patent Paralegal, Subramaniam & Associates, Delhi-NCR</i>	<i>July' 17 – June' 19</i>
<i>Patent Paralegal, Obhan & Associates, Delhi</i>	<i>July' 19 – Aug' 21</i>
<i>Assistant Manager, LexOrbis, Delhi</i>	<i>Sep' 21– Present</i>

Core Knowledge & Skill Areas:

- **Managing Lodgement:** Docketing and managing new application deadlines; Preparing and filing all types of new applications (NPA, Convention, Provisional, Non-Provisional, Divisional, Patent of Addition, Cognate, etc....) at the Patent Office
- **Legal Requirements:** Preparing and filing documents pertaining to the legal requirements such as assignment deeds, transfer of rights, statement & undertaking with regard to the foreign applications, statement of working, etc...at the Patent Office
- **Pre-Grant and Post Grant Procedures:** Filing and prosecuting patent applications, preparing and filing responses to the examination reports and preparing and filing post hearing written submissions, preparing and filing the pre and post-grant formalities such as proof of right, certified copy of priority document, Form 3, Form 27, Renewal Fees, etc...at the Patent Office
- Responding to queries from Indian and Foreign clients, preparing and sharing cost estimates, and managing the lodgement team
- Good understanding of deadline management, Data Handling, Secretary skills, and Customer Service

QUALIFICATIONS:

COURSE	INSTITUTION	YEAR
Master of Commerce (MCOM)	INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU)	2021
Bachelor of Commerce (BCOM)	UNIVERSITY OF DELHI	2017
CBSE – XII	ABHINAV PUBLIC SCHOOL	2013
CBSE – X	MANVI PUBLIC SCHOOL	2011

OTHER SKILLS:

- Proficient Leadership, Communication and interpersonal skills, team player, dedicated and diligent worker and quick learner.