

HEENA DHYANI

Docketing and Paralegal (Intellectual Property)

A competent professional, an IP Enthusiast (Docketing and Paralegal) with an experience of 6 years, successful at thriving in high stress, high-pressure environments and situations involving constant change and vast ambiguity in data and instruction.



Work History

**December
2022 -
Current**

Designation - **Paralegal**

Nanyang Law LLC, Singapore (Remote – Delhi)

- Docketing of all incoming and outgoing correspondence (U.S., Singapore, Malaysia and all other foreign patents correspondence) in the law firm's software.
- Prepared patents status reports / patents portfolios for sending to various clients.
- Involved in sending reminder emails to clients for upcoming deadlines and sent acknowledgement emails to clients.
- Imparted training to 2 new resources on the prosecution of Singapore, Malaysia and on docketing in IPspace software; Imparted training on preparation of status reports for clients.
- Quality Audit of Patents docketing of new resources.
- Allocation of emails to internal attorneys/staffs for preparing draft response for various clients (law firms and companies) on receipt of client's instructions to prepare OA response.

**June 2021 –
November
2022**

Senior IP Specialist

Anaqua India LLP, Gurugram

- Docketing of U.S., and other Foreign Patents correspondence in Anaqua software as per PTO notifications/Agent email or Letter. Also, verifying bibliographic data from Anaqua v/s Documents v/s PTO database and updating software accordingly.



Contact

Address

Rohini, Delhi - 110085

Phone

+91-9999449624

+91-9354059387

E-mail

heena1992dhyani@gmail.com



Technical Profile

Operating Systems - All

Miscrosoft Systems

Software Applications – MS
Office

IP Software's -

- Foundation IP
- Anaqua
- IPspace



Competencies

Good interpersonal and communication skills.

Good research, analytical skills and writing skills.

Well versed with patents provisions, prosecution and database of various countries.

- Raised queries to clients and following up on deadlines.
- Experience of Quality Audit of Patent documents, Work Allocation.
- Trademarks – Docketing of U.S and some foreign documents.
- Worked on multiple clients (for Patents) with different set of instructions.
- Imparted client training to new resources.

Working within TAT deadline while maintaining high quality work.

Docket management

Data verification and Data entry

Skilled at working independently and collaboratively in team environment.

**June 2018 –
June 2021**

Senior IP Analyst

CPA Global, Noida

- Docketing as well as Quality Audit experience of U.S. and other foreign patents correspondence.
- Handled Reference entry – U.S., Foreign and NPL (non-patent literature) references in database. Also includes identifying references which have been cited - by comprehensively reviewing documents; verifying reference data from FPO or Espacenet.
- Imparted training to new resources on patent documents and client specific trainings.
- Handled work allocation and was also involved in client calls.



Education

2017 - 2018

Master of Law (LL.M.): Intellectual Property Rights

*University School of Law And Legal Studies – Delhi
(Guru Gobind Singh Indraprastha University
(GGSIPU), Dwarka, Delhi)
SCGPA – 6.82 Equivalent % – 68.2%*

2011 - 2016

Bachelor of Law {BA.LL.B. (Hons)}

*Amity Law School, Delhi (Guru Gobind Singh
Indraprastha University (GGSIPU)
62.48%*

2010

12th Senior Secondary

DPS Mathura Road - New Delhi (CBSE)

2008

10th Secondary School Examination

DPS Mathura Road - New Delhi (CBSE)

INTERNSHIP EXPERIENCE

- Chambers of Advocate Nar Hari Singh (AOR - Supreme Court of India, Lawyers Chambers, Supreme Court of India [January, 2016: 1 month]
- Global Legal Associates, Advocate Rajan Narain, New Delhi [August, 2015: 4 weeks]
- Legal Directioners, New Delhi [July, 2015: 4 weeks]
- Kesar Dass B. & Associates, New Delhi [July-August, 2014: 4 weeks]
- Chambers of Advocate Vikas Mehta, Supreme Court of India [July, 2013: 4 weeks]
- Delhi State Legal Services Authority [June-July, 2012: 3 weeks]

PUBLICATIONS

- Article - "Digitisation of libraries and the Copyright issue", (2018) 5 GNLU L. Rev. 90, (UGC Approved Journal) – Published in SCC Online Web Edition
- Article - "Rights under the mask of Religion: An Analysis of Article 44 and Shabnam Hashmi Case", Legal Mirror, Volume 1, Issue 1