

## BABITA GUPTA

Contact: 7065771696

Email: [gupta21babita@gmail.com](mailto:gupta21babita@gmail.com)

### Summary:

Efficient and reliable individual accustomed **with more than 7 years of experience** to working in a legal environment with an emphasis in intellectual property. Key strengths include professionalism, confidentiality, and a strong work ethic with a proven track record of providing a quality work product with minimal supervision. Also, open to learn new things and upgrade my skillset continuously.

### Work Experience:

- ❖ **Currently working as Patent Paralegal Department in an IPR firm**  
**Anuation Research and Consulting LLP (August 02, 2016 – Till Date) ; 7 years**
  - Documentation and filing of Patents.
  - Documentation and filing of FER (First Examination Report) Response of Patents.
  - Prepare instruction letters and compile requisite documentation to enable foreign patent agents to file regional and/or national patent applications.
  - Managing, maintenance, analysis of incoming correspondence from the Indian Patent Office, foreign patent agents & clients, in-process patent applications of the database of the company.
  - Data extraction for marketing such as extraction of details of companies related to a particular field, PCT data from WIPO.
- ❖ **Worked in Neusource – CA Firm for six months as a Trademark Associate and Assistant in Company Registration Process (Year 2016); 6 months.**
  - Documentation of trademark filing.
  - Provide verbal instruction to client on how to complete documentation for company registration.

### Educational Details:

- Post Graduate Diploma in Intellectual Property Rights (PGDIPR) from IGNOU, Delhi – Passed in 2020
- Bachelor of Arts from IGNOU – Delhi – Passed in 2016
- Bachelor of Science from MAHGU – Uttarakhand – Passed in 2022
- Computer Accountant – Passed in 2014

### Skill Set:

- Intellectual Property Rights Skills as mentioned above
- Organized and detail oriented
- Microsoft Office (Word, Outlook, Excel)

### Personal Information:

- Full Name - Babita Gupta
- Date of Birth - October 02, 1993
- Gender - Female
- Language Known - Hindi, English
- Nationality - Indian
- Permanent Address - B-203, Street No.10, Vikas Vihar, Vikas Nagar, Uttam Nagar, New Delhi-110059

Date: May 28, 2024

Place: Uttam Nagar, New Delhi