

Vineet Khemani

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Professional Outline:

12+ years of experience in Intellectual Property i.e. Trademark & Patents. A highly scientific analytical and creative professional who interact & deal with clients face to face along with handling a team of 10 employees in a mid-size law firm at Delhi NCR.

Profile & Accomplishments:

Current Role with Groser & Groser:

Senior Paralegal, Trademarks & Patents: April 2015 -Present

Patents:

- Preparing new patent PCT Applications, Provisional applications, Convention Applications, Standard Applications, etc.
- Preparing various Forms for filing New Applications
- Drafting deeds of assignments and affidavits
- Drafting and submitting various forms at the Indian Patent office.
- Tracking prosecution documents and maintained deadline
- Review and update FER responses and report to the clients
- Preparing and filing new design applications
- Docketing

Trademark:

- End to end processing of the new & existing trademark applications
- Opposition matters: Extension of deadlines & filing relevant forms
- Trademark Queries: Converting the potential queries into clients
- Reporting Hearing notices, correction in publication journal and registration certificate
- Renewal of Trademark Registration along with amendment (if any)
- Publication and Registration certificate reporting and corrections matter
- Reporting for prosecution matters as well as registry orders reporting to client
- Maintaining deadlines & maintaining renewal records.

Previous Role with Chadha & Chadha (2011-2012)

- Worked as Trademark Paralegal

- Drafting various forms & submitting the same to Indian Patent Office
- Exposed to working on portals like Fileeye, Oracle etc.
- Registrations and Renewals
- Managing clients' fees & charges by debiting on their files

Educational Background:

- *Pursuing LLB (VI semester) from Chaudhary Charan Singh University*
- *Master of Business Administration, Amity University (specialized Human Resources); 2015-2017*
- *Bachelor of Commerce, Delhi University (2010-2013)*
- *Professional Diploma in Office Management from New Delhi YMCA (2010)*
- *Higher Secondary, CBSE (2009)*
- *Internship: Research Institute of Vedic Culture, Dec 2009 to Dec 2009*

Business Skills:

- Strategic Planning & Implementation
- Team Building & Employee Motivation
- Project Management
- Operational Governance & Excellence
- Effective Communication
- Critical Thinking & Collaboration

Soft Skills:

- People's person & Approachable
- Problem Solving Attitude & Solution Oriented
- Open to Feedback & New Learning
- Handling Difficult Conversation & sharing Constructive Feedback
- Developing Engaged & Motivated Workforce
- Adaptability

Declaration:

I hereby declare that the information provided above is true to my knowledge.

Vineet Khemani