

CURRICULUM-VITAE

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MANISH GARG

CAREER OBJECTIVE:

To work for an organization where I can utilize my skills, knowledge and experience to make a positive contribution to the organization, and the organization which provides me challenging environment for continual learning and professional growth.

EDUCATIONAL QUALIFICATION:

- 1 **Schooling from Modern Era Convent School, Delhi**
- 2 **BA (Pass) from Delhi University**

SKILLS SUMMERY:

- 1 Preparing and filing all types of Patent applications filed in the Indian Patent Office i.e. Provisional, Ordinary, Paris Convention, PCT Application and Divisional Applications;
- 2 Preparing and filing updated details of the corresponding foreign applications under Section 8(1) and documents related to the processing of the corresponding foreign applications under Section 8(2)

of the Indian Patents Act, 1970.

- 3 Preparing and assisting attorney in maintaining the List of First Examination Report due in particular month.
- 4 Preparing and filing responses and Written Submission under Attorney supervision.
- 5 Preparing necessary form for filing Request for Examination on Form-18 manually and electronically;
- 6 Preparing independently all filing formalities raised in first Examination report.
- 7 Preparing Reporting after filing FER and sending Invoice to the client.
- 8 Answering and replying the queries from clients received before filing new applications.
- 9 Preparing and sending initial case filing reporting along with invoice to client.
- 10 Preparing and sending reminders for form-3 due in the particular month. (As per the Latest amendments)
- 11 Checking the online status of particular application on Indian Patent office website and if there is any mistake in sec 11(A)publication, get that rectified by visiting or sending letters to controller of Patent in Indian Patent Office.
- 12 Working to deadlines in accordance with agreed procedures.

<u>WORK EXPERIENCE :</u>

- Five years of work experience with KAN AND KRISHME as Patent Paralegal.

- 2 Years of working experience with R.K. Dewan & Co. as a Patent Paralegal.
- 2 years of work experience with Remfry and Sagar as a Secretary in Filing Department.
- Currently working with KAN AND KRISHME from last 6 years as a Paralegal (Working in Filing Department as well as supporting Attorney in Post filing matters_FER and WS).

COMPUTER KNOWLEDGE :

Proficient with the use of MS-Office

PERSONAL DETAILS:

Father's Name : Shr. Subhash Garg

Date of Birth : 23 November 1981

Gender : Male

Languages Known : English & Hindi

Nationality : Indian

Marital Status : Married

PLACE : Delhi

Manish Garg