

## CURRICULUM VITAE

DRAKSHA SHARMA

Delhi

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**(Presently Working as IP Specialist at Anaqua since Oct 2023 and pursuing MBA  
(Financial Management) from IGNOU)**

### **OBJECTIVE**

To serve the organization/institution accepting all the tasks and assignments with great responsibility and accomplish them with utmost sincerity by well-coordinated teamwork, eventually achieving the entrusted targets by utilizing my skills and gaining knowledge and experience.

### **EXPERIENCE**

#### **IP Specialist at Anaqua, Oct 2023 (Presently Working)**

- ***Docketing & De-docketing: Calendaring the statutory & non-statutory deadlines*** in Intellectual Property Management System (IPMS); Prioritize daily docketing/de-docketing requests and other allocated tasks as agreed with client to complete in each day to keep IPMS current and correct.
- ***Review patent & trademark prosecution related documents (US & Non-US)*** received via mail or shared site and update/create the records in IPMS as per the standard operating procedures (SOP).
- ***Provide Training to new hiring regarding Docketing.***
- ***Handling multiple Clients***

#### **Service Operations IP Analyst at Clarivate, Oct 2022 (11 months)**

- ***Docketing & De-docketing: Calendaring the statutory & non-statutory deadlines*** in Intellectual Property Management System (IPMS) along with relevant documents to preserve IP right and perform or close the calendared events in IPMS, once the requisite action is completed or cancelled respectively.
- Prioritize daily docketing/de-docketing requests and other allocated tasks as agreed with client to complete in each day to keep IPMS current and correct.
- ***Effective communication with Attorneys, Paralegals, Law firms, foreign agents and***

*other stake* holders to seek instructions and clarification on certain tasks.

- Create and update patent & trademarks records in IPMS along with family linking of direct and subject matter related (SMR) applications.
- Maintain the data integrity of IPMS and proactively monitor the docket to ensure that all PTO & client deadlines are met.

**Senior Associate at Innodata India Pvt. Ltd., Jan 2020 (2 Years, 10 Months)**

- *Creating, Updating, and maintaining database and systems*
- Proficiency in *Analyzing and Extracting* the relevant information, *Analyzing and Reviewing patent claims and formulations*, specifications and making procedures require for new inventions and formulations from Chemical and Pharmaceutical Patents
- Working with *Organic and Inorganic Journals, English patents, and Asian Patents (Chinese, Japanese and Taiwanese)*
- *Accommodating and implementing new ideas, solutions, and ways of working*, to constantly meet customer expectations and thrive in the dynamic business environment.
- *Understand and interpret data/information* to be able to have a holistic view of situation or work-related requirement
- Experience in *building relationships with stakeholders, teams, and our community & identify and understand market needs for potential business opportunities.*

**Intern at JUBILANT GENERICS LTD., Noida in PDR department R & D, May 2018 - July 2018**

- *Analytical method Development* - planning, conducting, and reporting experiments under the guidance of an Analytical Expert
- Maintenance of lab infrastructure and instruments
- Working according to SOPs, GLP & Guidelines
- Analyze pharmaceutical compounds using analytical techniques such as *HPLC, dissolution and KF* with limited supervision

**Project trainee at Council of Scientific and Industrial Research - National Physical Laboratory, Feb 2019 - June 2019**

- Synthesis of nanoparticles by different methods like *hydrothermal method, co-precipitation method and sol gel method*
- Synthesis of *water based, and oil based magnetic nanofluid*
- Experience in instrumental techniques like *X-Ray diffractometer (XRD), TEM, FTIR, Magneto -Rheological and Vibrating-sample magnetometer*

## **ACADEMIA**

### **AMITY UNIVERSITY, Haryana, India**

**Master's in Applied Chemistry, 2017 - 2019 (CGPA- 7.39)**

- Research Project: "*Structural and Magneto - rheological Characterization of MNFs*" Under the supervision of Dr. R. P. Pant, CSIR - *National Physical Laboratory*.
- Presented a poster in an international conference on FCASI-2018 on "*Fabrication of curcumin incorporated hydrogel and nanofibrous mats based bi-layer wound dressing*"
- Attended workshop on GLP, held by DST
- Attended National Seminar on *Quantum Mechanics & Application*
- Experience with *synthetic chemistry (Organic synthesis, Polymer Chemistry, Industrial Chemistry (Cosmetics) & Inorganic Chemistry) and analytical techniques*

### **DELHI UNIVERSITY, Maharaja Agrasen College, New Delhi, INDIA**

**B. Sc. (Physical Sciences), 2012- 2015 (58.8% percentage)**

- Certified by *BEST DISPLAY* for innovation project " *Characterization of Corrosion resistance properties of Hydroxyl based compounds in mine water environment from Indian Mines coal and empirical calculations of thermodynamic* "
- Attended National Conference on *Biodiversity* and worked as volunteer, 2014 & 2015
- Experience with *synthetic chemistry and analytical techniques*

### **Central Board of Secondary Education, New Delhi, INDIA**

**XII<sup>th</sup>, 2011 & X<sup>th</sup>, 2009**

- *Achieved prestigious Position in Science Open Merit Test, 2009*
- *Won GOLD in Badminton at zonal level, 2010*
- *Won SILVER in Badminton at zonal level, 2011*
- *Won BRONZE in Badminton at zonal level, 2009*
- *Won BRONZE in Handball at zonal level, 2010*

## **ADDITIONAL EXPERIENCE**

- Customer Care Executive in AXIS BANK LTD., Mar 2016

### **ADDITIONAL QUALIFICATIONS & CERTIFICATES**

- NPTEL Online Certification, **Certificate in Patent Drafting** for beginners, *Jul-Aug 2022*
- DELHI UNIVERSITY, *Miranda House, New Delhi India*, **Certificate of German Language**, *July 2015 - Jun 2016*
- AMITY UNIVERSITY, Haryana, **Certificate in Russian Language**, 2017-2019 (Part of course in Master's)
- AMITY UNIVERSITY, Haryana, **Certificate in English and Communication Skill Course** (Part of course in Master's)
- AMITY UNIVERSITY, Haryana, **Certificate in Behavioral Science** (Part of course in Master's)
- Certificate of participation in “**The Amity Green Horns Military Training Camp**”,
- Indira Gandhi National Open University, *IGNOU, New Delhi, India*, **master's in literature**, (*pursuing*)

### **SKILLS**

#### **LANGUAGE**

- Russian language (*Basic level*)
- German Language (*Intermediate level*): *Reading; speaking; grammar*

#### **COMPUTER**

Microsoft Office word, Microsoft Office PowerPoint, Microsoft Office Excel; Turbo C Programming language

- Marvin Sketch & Chemdraw
- Foundation IP
- iEI tool (Data management)
- Anaqua (Docketing tool)

### **PERSONAL DETAILS**

- Father's Name - Mr. Udai Veer Sharma
- Date of birth - 26 July 1994
- Languages Known - English, Hindi
- Marital Status - Unmarried

Declaration: I do hereby declare that the above information is true to the best of my knowledge.

Place: Delhi

Draksha Sharma