

**PROFESSIONAL EXPERIENCE****14.5 Years****OBJECTIVE**

Patent Associate with 4.5years of experience in providing diverse operations in fast-paced environment. Expertise in research, documentation, handling client communication and filing IN NP patent applications. I am seeking for a job in challenging and healthy work environment to meet personal and organizational goals.

**Patent Associate- Docketing- Khurana and Khurana IP Attorneys****March 2020 - Present**

- Registration process and E-Filing of PCT/Convention/Divisional applications.
- Outstanding knowledge of patent terminology, docketing requirements and use of related docketing databases.
- Supervised a team to ensure the excellent client service.
- Advice inventors/Foreign associates on the IN patent process via telephone/email and in-person consultations.
- Organized technical documents and created templates to expedite application creation and filing.
- Prepare patent prosecution filings for foreign applications such as preliminary amendments, formal papers, PCT filings, etc.
- Ability to organize, manage and complete all given assignments, on time
- Exercised a strong client service attitude and display high work product standards.
- Filing of Foreign Filing License.
- Docketing of all statutory and client-specific deadlines and ensuring compliance of communication protocols.
- Preparing Client specific invoices.

**Entrepreneurship – Food Business****Feb 2019 - Jan 2020**

- Started own Food truck specialized in Chinese cuisine, Grilled Sandwiches.

**Administrative Officer – Kotaminyak India Private Limited****May 2018 - Dec 2018**

- Maintaining database and accounting to organize and maintain company records.
- Make and Route of purchase and invoice documents to appropriate recipients.
- Handling arrangements for conference, travel booking, Employee attendance.
- Provide historical reference by developing and retrieval systems and recording meeting discussions.
- Follow up within the department to ensure completion of assignments, interaction with various departments.
- Coordinating with the dealers, Suppliers and vendors, handled all queries and client feedback in a professional manner.
- Submitted employee expenses, ordered supplies, maintained office expense logs, and maintained expense accounts for Auditors.
- Making Presentations and project documents with technical team.
- Maintain a company calendar and schedule appointments.

**Administrative Officer – R.D Konsultants Private Limited****Sep 2012 - May 2018**

- Achieving Oversee daily office operations for staff of 85 employees.
- Handle and coordinate for meeting arrangements which include taking notes, requests, circulating minutes, arranging pick up & drop for guests, stationary, food requirements.
- Maintaining database and accounting to organize, maintain company records.
- Assist Project Managers with administrative duties, whether they are in the office or on the job site.
- Make and Route of purchase and invoice documents to appropriate recipients.
- Responding the mails and conducted routine follow-up calls.
- Worked with office managers to coordinate schedules with other company professionals.
- Assisted project managers with production of reports, presentations and spreadsheet for company-wide projects.

**Practitioner CRM Operations – IBM India**

Feb 2010-Jun 2012

- Analyzing of providers claims (EDI and Paper) for the credibility.
- Handling the GPS customer related issue.
- Effectively implementing the operations such as Copayment, Coinsurance, Deduction

**EDUCATION**

<b>Degree</b>	<b>Year</b>	<b>Institution</b>
Bachelor in Arts & Humanities	2008	PGDAV College – Delhi University
AISSCE CBSE	2005	Kendriya Vidyalaya Sector 2 RK Puram
SSC CBSE	2003	Kendriya Vidyalaya BSF Chhawla