



SARVANI PATNAIK

IP-LEAD

WORK EXPERIENCE – 14 YEARS

Positions hold in Clarivate Analytics Company:

- ⇒ Service Operations IP Lead: 2019 to till date
- ⇒ Principal IP Specialist: 2015 to 2019
- ⇒ Senior IP Specialist: 2012 to 2015
- ⇒ IP Specialist: 2010 to 2012

Key Responsibilities:

- ⇒ Portfolio and Data Quality Management: Reconciliations; implementation of new logics based on Law update / Process update (Client Specific instructions).
- ⇒ Maintaining and Analyzing data
- ⇒ Preparing Dashboards
- ⇒ Respond to client's queries and advise on strategic IP aspects.
- ⇒ QA of work done by peers and external consultants
- ⇒ Training: Providing trainings to onboarding colleagues, identifying training requirement based on error analysis, preparing training module
- ⇒ Project management: Independently manage client projects and deliverables
- ⇒ Proactively identify and implement process improvements to enhance operational efficiency.
- ⇒ Conduct comprehensive data analysis to ensure accuracy and integrity of client databases.
- ⇒ Collaborate with cross-functional teams to optimize workflow and deliver exceptional service.

PROFILE: Seeking a dynamic role where I can leverage my expertise in IP Operations to drive impactful results, while continuously expanding my skills and contributing to organizational success.

KEY SKILLS AND CHARACTERISTICS

Persuasive Communication and Interpersonal Finesse

Strategic Time Management and Astute Prioritization

Profound Analytical Acumen and Effective Problem-Solving Proficiency

Proven Leadership Competence and Collaborative Aptitude

Proficiency in MS Office Suite and Database Management Systems

PERSONAL INFORMATION:

Marital Status: Married

Date of Birth: 15th June 1982

Hometown: Jatni, Odisha

Languages Known:

Oriya, Hindi, English and Telugu

Hobbies: Watching TV, Listening Music

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- ⇒ Oversee internal docketing to ensure compliance with established procedures and guidelines
- ⇒ Responsible for ensuring high-quality delivery, TAT, and compliance to client SLAs of deliverables and communication between the team and clients
- ⇒ Perform other tasks as per business requirement
- ⇒ Document client-specific docketing operating guidelines
- ⇒ Expert in International Docketing
- ⇒ Hands on Software's: Memotech, Anaqua and FTF
- ⇒ MS Office: MS Excel, MS Word, MS PPT, Power BI
- ⇒ **Clients:** Microsoft, Texas Instruments and Johnson & Johnson

EDUCATION:

- ⇒ Post-Graduation Diploma in Biotechnology from Khalikot College - (Autonomous), Berhampur University, Orissa (2003) - First Division
- ⇒ Bachelor of Science (B.Sc) in Botany - Honors, Utkal University, Orissa (2002) - First Division

CERTIFICATES:

- ⇒ Qualified: IP LegalED
- ⇒ Certified: WIPO

AWARDS, HONORS & ACCOMPLISHMENTS

- ⇒ President Award in Bharat Scouts & Guides (Year 2000) from Late Shri. KR Narayanan, Ex – President of India.
- ⇒ Governor Award (Rajyapuraskar) in Bharat Scouts & Guides (Year 1999)