

Malaisamy K

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Professional Summary

11 yrs. experience as a legal secretary in a challenging environment. Proven strong interpersonal and communication skills coupled with the ability to prioritize and manage multiple complex responsibilities efficiently and accurately. An Independent and self-motivated professional with sound knowledge of legal procedures.

Proficient in providing essential and specialized client and attorney support relating to the docketing and deadline maintenance of all phases of domestic and foreign patent prosecutions, from pre-filing to final maintenance of issued patents. Familiar with docketing software and best practices.

Career Objective

Aspiring to gain entry and start a challenging career with an ambitious and high profile company that offers a genuine opportunity for progression.

Software Exposure

Application Packages : MS - Office 2010, Open
office OperatingSystem : Windows7/Vista/XP/2000/98

Core competencies

- Proficient in preparing documentation and presentation
- Ability to exercise discretion and to remain poised under pressure
- Organized, Pro-active, Self-motivated, efficient and flexible
- Strong client focus and good commercial judgment
- Effective interpersonal, written and oral communication skills in an International context
- Confidentiality - Reliable and adaptable, Ability to work on my own initiative without close supervision

Work Experience

Organization: AEON law

Role: *Senior Paralegal*

Period: *Since October 2023*

Roles & Responsibilities

- Preparing Filing Package (ADS, IDS, POA, Declaration's, Assignment, FEE Transmittal/Transmittal and etc)
- Proof reading and filing responses to the office action (prosecution) with the Indian and USPTO.
- Filing Provisional , Non Provisional and National phase Patent Application
- Preparing ***Reply (Amendment, Request for Reconsideration) to Office Action***
- Any accompanying forms (example: RCE, AFCP2.0, etc.)? IDS needed? Check PAIR, References folder, Cross-Citation Sheet, check with attorney if not clear on whether IDS needed
- Preparing a Final and Non-Final OA Response (CTNF/CTFR) Instructions
- Preparing reporting emails for the USPTO Correspondence notification

Organization: Effectual Services

Role: *Principal Associate*

Period: *Since January 2023 – April 2023*

Roles & Responsibilities

- Preparing Formal Documents such as POA, Assignments and Declaration
- Proof reading and filing responses to the office action (prosecution) with the Indian and USPTO.
- Filing Provisional Patent Application
- Preparing ***Reply (Amendment, Request for Reconsideration) to Office Action***
- Any accompanying forms (example: RCE, AFCP2.0, etc.)?IDS needed? Check PAIR, References folder, Cross-Citation Sheet, check with attorney if not clear on whether IDS needed

- Preparing a Non-Final OA Response (CTNF) Instructions
 - Preparing Duty of Disclosure
 - Preparing ADS/IDS
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Organization: Anand and Anand

Role : Senior Paralegal

Period: Since March 2019 – April 2022

Roles & Responsibilities

- Preparation of forms/formal documents for filing patent applications in India
 - Handling patent portfolios of Indian clients from patent drafting, filing and prosecution till the grant at the IPO
 - Preparing response to hearing notices at the IPO
 - Assisting to reporting managers for FER and Hearing Submissions, Preparing associated documents for FER and Hearing such as Form 1, Form 2, Form 3, Form 5 and Form 18, Preparing claims if needed, Complete specification, Drawings Sheet. Preparing and filing Form-3, Section 8(2),
 - Petitions Preparing Short Reporting, Preparing reminders for all the deadlines, Preparing Invoices for all the matters, Preparing draft response sheet for FER and Hearing submissions
 - Responding to Part - III Formal Requirements as mentioned in Examination Report (FER) by Indian Patent Office
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Organization: Lex Orbis

Role : Senior Paralegal

Period: Since March 2018 – till March 2019

Roles & Responsibilities

- Proof reading and filing responses to the office action (prosecution) with the Indian and USPTO.
- Docket new patent case filings, incoming office actions, and correspondence (PTO, PCT, and Foreign Associate), as needed;
- Run dockets reports for patent cases on a daily basis and other specified intervals;
- Clear the docket on a daily basis;
- Advise attorneys of issues relevant to clearing the docket, and re-docket actions as needed;

Organization: Maxval Ip Services**Role : Senior Paralegal****Period: Since March 2015 – till February 2018****Roles & Responsibilities**

- Assist in checking and updating the status of patent cases with the Indian and foreign Patent offices when appropriate;
 - Perform electronic interactions with the Indian, foreign and International intellectual property entities (e.g. searches, status checks, electronic filing of patent applications and responses);
 - Experience in IP docketing tools such as Yahoo Pattsy, Lecorpio and Inprotech.Keeptrack of upcoming, in-progress, and completed renewals to eliminate late penalties, and minimize legal cost
 - Interact with the team on the day-to-day activities, targets and help to evolve strategies in achieving the same
 - Proficient in IP Tools (FIP,Lecorpio)
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Organization: Lakshimi Kumaran & Sridharan**Role:Paralegal****Period: Since May 2013– February 2015****Roles & Responsibilities**

- Maintained and supervised IP docket, filing status, and prosecution calendar for attorneys' case load.
- Proficient in IP patent Annuity/ Renewal/Maintenance fee laws of various jurisdictions, especially US and Europe, Trained junior docketing staff on domestic and foreign articles/rules, patent docketing system, and annuities
- Docketing – enter data in patent database and tracking the due dates
- E-Filing and prosecution of patents applications before Indian Patent Office
- Filing, Archiving, photocopying, scanning and faxing of documents
- Assemble documents and keep check on pending cases,
- Check and review for data accuracy
- Organize, maintain and retrieve case files as and when required

Academic Profile

- M.Sc ANJA College
- B.Sc–St.Xaviers College
- Higher Secondary – Govt Higher Secondary School
- Standard 10 (SSLC)- Govt Higher Secondary School

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Additional Qualification

- Completed Online course in IPR at Lex Campus
- Pursuing DL101E - DL-101 General Course on Intellectual Property course at WIPO Academy
- MS Office

Personal Details

Date of Birth : 10.06.1987

Sex : Male

Marital Status: Single

Nationality : Indian

Passport : Available

References

Will be provided on request
