

**Omkar Chauhan**

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**Work Profile**

My core area of practice includes legal assistance relating to Intellectual property rights (IPR). I have a total work experience of more than 12 years. My work profile includes Intellectual property portfolio management including Patents, Designs and ancillary works related to the same.

**Professional Snapshot and Organisational Experience**

- **Previous Employer: Lall & Sethi as Patent Manager from 01st June, 2014 to 24th September 2024.**

- A. Managing portfolio:

- Headed a team of 6 Paralegals
    - Division/allocation of work amongst the team members;
    - Managing the entire Anaqua portfolio for our major client's.
    - Coordinating with local associates for status of applications and accordingly update to the client

- B. Docketing portfolios:

- Keeping a watch of all the deadline matters for Indian applications;
    - Keeping a watch of all the deadline matters for all foreign applications;
    - Watching and tracking internal dockets and hard deadlines;

- C. Training the team members:

- Training to be given of new recruits about our portfolio
    - Informing of the patent filing process and documentation, for carrying out different actions related to patent filing, prosecution and other formal requirements;

- D. Carry out due-diligence of the patent files;

- E. Communicating:

- with client regarding their enquiries and sending regular updates regarding upcoming deadlines;
    - updating attorneys regarding any pending issues that require immediate attention;
    - with Controllers regarding non-issuance of any formality documents
    - preparing drafts for client communication for the Attorney
    - preparing drafts of Patent Office communication for the Attorney
    - regularly coordinate/touch with team about the work and complete with fully communicate with the team

- F. Billing:

- keeping a track and reporting billing against each file and actions
    - sending billing details related to all the patent matters to accounts department for generation of the bill of filing action
    - keeping a track of bills of LA and getting them cleared by the accounts team
    - keeping a track of fee payments of applications

- **Past Employer: Lakshmikumaran & Sridharan as Paralegal from 01st April, 2012 to May 2014.**

- Filing of patent applications in India/PCT.
- Preparation of Applications related to patent and designs for filing provisional, complete, National Phase, Conventional and PCT applications
- Preparation of forms/formal documents for filing patent applications in India and PCT.
- Responding to Part - III Formal Requirements as mentioned in Examination Report (FER) by Indian Patent Office
- Worked on various projects, namely:
  - Patent Helpdesk project – Email support to attorneys, inventors etc.
  - Docketing – enter data in patent database and tracking the due dates
- Managing division/allocation of work among my team members.
- Maintaining invoicing sheet & coordinating for settlement of invoices.
- Other responsibilities related to working statement and other ancillary works related to IP.

### **Academia**

- LLB from CCS University
- B.A. from Delhi University.
- Diploma course in IPR from IGNOU.
- 12<sup>th</sup> from C.B.S.E, Delhi.
- 10<sup>th</sup> from C.B.S.E, Delhi.

### **TECHNICAL SKILLS**

Microsoft Office: MS Word, MS Excel, MS PowerPoint, Internet based search

### **Personal Details**

Date of Birth : 07<sup>th</sup> February, 1987.  
Father Name : Mr. Radhey Shyam  
Marital status : Married  
Hobbies : Playing Cricket, Listening to music & Internet

Date: 4<sup>th</sup> October, 2024

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