

Omkar Chauhan

Contact Address: 81 Multi Story, Aliganj, Lodhi Road, New Delhi - 110003

E Mail: omkar.chouhan25@gmail.com

Contact: +91-8802535044/+ 91-9870503783

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 July, 2014 to 24th September 2024.

A. Managing Portfolio:

- Headed a team of 6 paralegals.
- Divided and allocated work among team members.
- Managed the entire Anaqua portfolio for our major clients.
- Coordinated with local associates for the status of applications and accordingly updated the client.

B. Docketing Portfolios:

- Monitored all deadline matters for Indian applications.
- Monitored all deadline matters for foreign applications.
- Tracked internal dockets and hard deadlines.

C. Training Team Members:

- Provided training for new recruits about our portfolio.
- Informed them about the patent filing process and documentation, for carrying out different actions related to patent filing, prosecution, and other formal requirements.

D. Filing Applications and Formalities:

- Filed patent applications in India/PCT.
- Prepared and filed applications related to patents such as provisional, non-provisional complete after provisional, National Phase applications in India, Conventional, Divisional applications, patents of addition, and PCT applications in IB.
- Prepared forms/formal documents for filing patent applications in India and PCT.
- Responded to Part – III; Formal Requirements as mentioned in the Examination Report (FER) by the Indian Patent Office.
- Prepared and filed patent renewals online, individually made renewal charts upon grant time, and shared with the client.
- Managed other responsibilities related to working statements and other ancillary works related to IP.

E. Due Diligence:

- Carried out due diligence of the patent files.

F. Communication:

- Communicated with clients regarding their inquiries and sent regular updates about upcoming deadlines.
- Updated attorneys regarding any pending issues that required immediate attention.
- Communicated with Controllers regarding non-issuance of any formality documents.
- Prepared drafts for client communication for the attorney.
- Prepared drafts of Patent Office communication for the attorney.
- Regularly coordinated and communicated with the team about the work and completed tasks.

G. Billing:

- Tracked and reported billing against each file and action.
- Sent billing details related to all patent matters to the accounts department for bill generation.
- Monitored bills of local associates and ensured they were cleared by the accounts team.
- Tracked fee payments of applications.

Past Employer: Lakshmikumaran & Sridharan as Paralegal from 01st April, 2012 to 27 June, 2014.

- Filed patent applications in India/PCT.
- Prepared applications related to patents and designs for filing provisional, complete, National Phase, Conventional, and PCT applications.
- Prepared forms/formal documents for filing patent applications in India and PCT.
- Responded to Part - III Formal Requirements as mentioned in the Examination Report (FER) by the Indian Patent Office.
- Worked on various projects, namely:
 - Patent Helpdesk project – Email support to attorneys, inventors, etc.
 - Docketing – Entered data in the patent database and tracked due dates.
- Managed division/allocation of work among team members.
- Maintained invoicing sheets & coordinated for settlement of invoices.
- Managed other responsibilities related to working statements and other ancillary works related to IP.

Academia

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

TECHNICAL SKILLS

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

Personal Details

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

Date: 10th December, 2024

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