**Curriculum vitae**

M-8/A-1, Jhulelal Appts,

Pitampura, New Delhi-110034

Mob: 8826970167

Email: Ewadhwa4@gmail.com

**EktaWadhwa**

**Assistant Manager in patent team**

**Career Objective**

To work for an organization where I can utilize my skills and knowledge.

**Educational qualification:**

**Schooling from DAV Public School, Delhi**

**B.com (Pass) from Delhi University**

**M.com from Shobhit University**

**Patent Skills Summary**

**Reviewing, preparing and filing annuities**

**Preparing and filing forms such as Form-1,2,3,4,5,6,13,18, 26, 28 etc**

**Preparing, sending reminders to client regarding Form-18, Form-3 and Form-27 and chasing the client for the same.**

**Preparing and filing form-27 and invoice thereof;**

**Preparing and filing Petition under Rule 137;**

**Preparing and sending initial reporting of patent to client;**

**Preparing and Filing proof of right and invoice thereof;**

**Preparing and filing Verified English translation of priority and PCT;**

**Work Experience**

**Worked with Kan and Krishme as a Patent Paralegal from June 2010 to April 2018**

**Worked with Abu-Ghazaleh Intellectual Property as a Patent Paralegal from May 2018 to August 2022**

**Worked with LexOrbis Consulting Pvt. Ltd. from September 2022 to December 2023**

**Personal Details**

**Husband’s Name: Mr. T.C. Wadhwa**

**Date of Birth: July 17, 1982**

**Gender: Female**

**Marital Status: Married**

**Nationality: Indian**

**Last Salary drawn: 65000/-**