

## CURRICULUM VITAE

### **B. SAI KUMAR**

H.No. 19-415/1,  
MRR Colony,  
Almasguda,  
Hyderabad,  
Telangana State. 500058, India

**Cell: 8686666841**

**E-mail: batagirisaikumar44@gmail.com**

### CAREER OBJECTIVE :

**LinkedIn: Batagiri Sai kumar**

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To associate with an organization as a team member which progress dynamically and give me a scope to improve my knowledge, enhance my skills and be part of that excel in work and dedication towards the growth of the organization.

### EDUCATION QUALIFICATION :

- SSC from RSK High School, Chintal, Hyderabad. India.
- Intermediate from Sri Gayatri Jr. College, Chintal, Hyderabad. India.
- B. Com (Comp) from Keshav Memorial (KMICS) Degree College, Narayanaguda, Hyderabad. India.

### COMPUTER SKILLS:

- MS Office
- Basics
- Manual testing and Automation testing (coding)

### WORK EXPERIENCE:

- Worked (2 Years) in US Healthcare as a Claims Associate (**OPTUM GLOBAL SOLUTIONS**) from January 8<sup>th</sup>, 2018 to January 24<sup>th</sup>, 2020. In India.
- Worked in **K&S partners** as Secretary/Paralegal from February 4<sup>th</sup>, 2020 to April 8<sup>th</sup>, 2024. In India.
- Working in **Chadha & Chadha Intellectual property firm** as Paralegal from April 10<sup>th</sup>, 2024 to till date. In India.

### TECHNICAL SKILLS

- ❖ Filing of all types (Provisional, Complete, National Phase, and Convention) of Patent applications in the Indian Patent Office.
- ❖ Preparing affidavits and draft legal documents related to the assignments etc.
- ❖ Completing patent filing formalities like Form 1, Form 2, Form 3, Form 4, form 5, FORM 18, FORM 26, English translation of Priority document.
- ❖ Form 28 (small entity, start up, educational institute)

- ❖ Preparing reporting letter for new filing applications
- ❖ Preparing Granted reporting letter
- ❖ Preparing of PCT (WIPO ePCT) applications.
- ❖ Preparing necessary steps for e-filing of Request for Examination on Form-18.
- ❖ Well versed in MS Word, Excel
- ❖ Preparing necessary form towards e-filing detailed particulars of corresponding foreign Applications on Form-3.
- ❖ Preparing and sending Monthly deadlines of Patent
- ❖ Form 18, PCT & Complete Specification (12 Months Due), PCT 30 Month Deadlines, Response to FER (IPO), Renewal Due Date, Hearing, PCT Search Fees Due Date)
- ❖ Cross checking Monthly deadlines (POA, proof of right (signed form 1,) form 3(foreign applications)
- ❖ Cover letters for Signed form 1 (proof of right) and POA
- ❖ Preparing Form 4 (Extension of time for fer and renewals)
- ❖ Preparing record the change of ownership on Form 6
- ❖ Form 9 (request for early publication)
- ❖ Form 13 (amendments of patent), Form 13 (transferred application)
- ❖ Form 13 (change of applicant and inventor address)
- ❖ Preparing Adjournment of hearing (Rule 129A)
- ❖ Preparing attend the hearing (Rule 28(4))
- ❖ Post-Dating for provisional applications
- ❖ Preparing and sending reminders for form-3 due in the particular month. Preparing the List of Patent Renewals due in particular month.
- ❖ Sending reminders for Patent Renewals
- ❖ Preparing all the documents like representation sheets and Form 1 for Design applications and taking care of the filings and examination and grant reportings.
- ❖ Request for Das code to enter PCT
- ❖ Preparation of document for uploading

### **PERSONAL DETAILS:**

|                 |   |                         |
|-----------------|---|-------------------------|
| Name            | : | <b>B. SAI KUMAR</b>     |
| Date of Birth   | : | 13.10.1995              |
| Gender          | : | Male                    |
| Marital Status  | : | Married                 |
| Religion        | : | Hindu                   |
| Nationality     | : | Indian                  |
| Languages Known | : | Telugu, Hindi & English |

### **DECLARATION:**

I hereby declare that the above furnished information is true to the best to my knowledge.

Date:

Place: Hyderabad

**(B. SAI KUMAR)**