

# Mahesh Chandra Joshi

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## Professional Summary

Organized and detail-oriented Patent Paralegal with 8+ years of experience, supporting agents/attorneys by performing day today task, keeping track of deadlines and assisting with clients' queries.

## Experience

### K & S Partners- Gurugram

November 2019 to present

#### Paralegal

- Review and organize client documents for patent applications.
- Review, process and maintain client dockets for filing deadlines, including preparing reminders to attorneys and clients as needed.
- Coordinate communications between clients and foreign associates concerning international filings (PCT, US, and EP applications).
- Maintain docketing system to track all deadlines associated with patent prosecution matters.
- Assist attorneys in preparing responses to Office Actions.
- Preparing, filing, reporting and debiting new applications and formal documents.
- Preparing routine correspondence, preparing draft responses to office actions and other patent prosecution documents for filing with the Patent Office and reporting filings to clients.
- Attending clients' queries.
- Performing research and compiling data as required by attorneys/agents and other duties as assigned.

### Remfry & Sagar - Gurugram

December 2018 to November 2019

#### Patent Secretary

- Reviewed, processed and maintained client dockets for filing deadlines, including preparing reminders to attorneys and clients as needed.
- Maintained important deadlines.
- Reviewed and reported Office action to clients.
- Drafted responses based on client inputs and filed at the Indian Patent Office.
- Handled preparation, filing, reporting, and debiting of various formal documents including Form 1, Form 2, Form 3, Form 5, Form 6, Form 8, Form 13, Form 18 as well as Response to FER and Hearing submission.

### Lakshmikumaran & Sridharan- Delhi

February 2017 to December 2018

#### Patent Executive

- Docketing of new applications.
- Filing of formal documents.

## Education

### Punjab Technical University

2012-2014

Master's in computer application.

## **Skills & Abilities**

- Familiarity with intellectual law, and the application and filing process.
- Strong organizational skills.
- Ability to work accurately and pay attention to issue raised for resolution.
- Capable of grasping new concepts quickly and work flexibly.
- Customer and Service Orientation.
- Ability to work independently or as part of a team.