

MOHITA S. VERMA

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PROFILE

Organized Patent secretary adept at managing multiple high priority tasks. Expert in preparing and filing Patent application and other formality documents.

WORK EXPERIENCE

PATENT SECRETARY - SHARDUL AMARCHAND MANGALDAS & CO. (SAMCO)

Dec 2020 - Present

- Preparing the documents for Filing new (Convention, Ordinary, National-Phase) Patent application in India.
- Filing post-filing formality documents at the Indian Patent Office.
- Reporting FERs, filed responses/written submissions, Hearing notices to the client.
- Preparing formality documents for FER response and Written Submission and filing the same.
- Preparing and finalizing all the invoices for all the filing and the prosecution activities done along with the foreign counsel invoices.
- Reporting US, Canada, PCT, search reports, Office action and issue fee payment reminders to client.
- Preparing portfolios of clients. Handling client queries.
- Generated reports summarizing the status of pending applications or other matters handled by the firm.
- Organized and managed filing system for Patent applications, correspondence and other related documents.
- Created spreadsheets detailing financial transactions related to client invoices or expenses incurred while prosecuting a particular case at the USPTO.
- Managed docketing system (Patricia) for tracking deadlines associated with the Patent applications as well as other related filings such as Maintenance fees or reexamination proceedings.
- Provided administrative support to patent attorneys, including scheduling meetings and preparing documents.
- Working with IPR litigation in preparing petitions, suites filing.
- Maintaining litigation matters database along with their invoices.

PATENT SECRETARY, K&S PARTNERS

July 2017- Dec 2020

- Filing Indian patent applications.
- Preparing the documents as per the objections and Filing response of FERs.
- Preparing and filing of Petitions along with other formality documents.
- Preparing the invoices of the documents processed.
- Handling the team of Foreign Filing License.
- Filing request for Foreign Filing License.
- Communicating with client and inventors of the matter in regards with the documents and required formalities for the Foreign Filing License.

- Providing the cost estimation on the application and FFL filing.
- Preparing reports for different BD projects.
- Clients tender filing experience.
- Compiled data sets for use in preparing Patent Status reports for clients.
- Monitored communications from the outside counsel handling foreign counterparts.

SENIOR IP ANALYST, LONDON IP (now known as CLARIVATE)**Jun 2012 - Jun 2017**

- Creating File Histories of US application, PSCC report.
- Knowledge of Foundation IP,
- Worked on different Data extract applications like INNOGRAPHY, PATBASE, ORBIT.
- Monitoring 175 patent applications status.
- Worked on foreign prosecutions like, Canada, Japan, China, UK.
- Maintaining deadline of different US documents received for different matters

EDUCATION**BACHELOR OF ARTS****May 2005 - Jun 2008**

CSJM University (Kanpur University)

- Scored 51% in graduation

ADDITIONAL INFORMATION

- **Technical Skills:** Knowledge of Adobe Illustrator, MS office suite
- **Languages:** English, Hindi