



REETA RANI

ABOUT

Patent paralegal with 5 years of experience as an experienced and dedicated Patent Paralegal.

SPECIALIZATIONS

Post-filing formalities, Patent Application Filing, Client Communication Documentation, Follow up letter Drafting, Email Writing, Sending reminders to clients, and Checking post-filing documents,

STRENGTHS

Self-motivated, Detail-oriented, Self-learner

LANGUAGES

English and Hindi

PERSONAL DETAILS

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Date of Birth: 22nd August 1991

Marital status : Married

WORK EXPERIENCE

Detail-oriented professional, experienced in independently managing the patent processes, Patent Post filing, reporting, and client communication. Proficient in letter drafting, email writing, and maintaining organizational efficiency.

Patent Paralegal | April 2019- Present

Anand and Anand Advocates

- Patent Post filing Application Preparation and E-Filing,
- Client Communication, Sending reminders for the due date deadlines to clients,
- Preparing and sending e-mails to clients for reporting for post-filed documents & invoices
- Letter Drafting to the IPO.
- Review all post-filing formalities Documentation and assigned team.
- Database Management.
- Tracking deadlines and updating the datasheet.
- Checking post-filing documents

EDUCATION & TRAINING

- Graduation (B.A Prog.) from NCWEB in the year 2014
- 10+2 pass from C.B.S.E Board from R.S.K.V in the year 2010
- 10th pass from C.B.S.E Board from R.S.K.V in the year 2008
- Stenography (80 W.P.M.)
- English Typing (50 W.P.M)

WORK PROFILE

- Communication with clients in the form of sending reminders, and sending acknowledgment e- emails, and reporting for post- filed documents & invoices
- Thoroughly reviewing documents, identifying pertinent information, and updating it in the Track.
- Recording relevant information regarding the case's timeline, such as received client documents, IPO notices, and filed responses.
- Utilizing the docketing system to set reminders and notifications, minimizing the risk of missing deadlines or events. Regularly monitoring case status, tracking any changes, and promptly updating
- Updating each and every piece of information relating to the timeline of events of the cases such as received documents from clients, received notices from IPO, information relating to filed formal documents, and filed responses to the notices.
- Keeping clients, attorneys, and team members informed about upcoming deadlines, events, or any changes in the case

POST FILING

- Preparing post-filing documents for new patent applications (provisional/non-provisional (ordinary, conventional, and national phases)
- Preparing and filing various forms and documents such as POA (Form 26), proof of right, form 3 Statement and undertaking, form 5, certified copy of priority document (CCPD), verified English translation of priority document, verified English translation of PCT application, assignment deed and form 13(voluntary amendment). Post- grant & pre-grant opposition.
- Preparing and filing Extension Rule 138 and Petition Rule 137 for Form 3, POA & GPOA, Form 1 (proof of right, verified English translation of priority document, verified English translation of PCT application
- Preparing and filing the DAS code
- Preparing letter to IPO for form 13, Form 30 response to office action.
- Preparing and filing a statement of working on form 27 for patent applications.
- Checking all various post-filing forms and documents. E-Filing all formalities forms and documents to IPO Preparing and sending reminders to clients.

Communication with Clients

- ◆ Reviewing post-filing documents and sending an acknowledgment e-mails to the client.
- ◆ Sending reminders to clients for Form 3, Subsequent Form 3, Form 1 Proof of rights, Form 26 POA & GPOA, and FPA Foreign patent application for Form 3.
- ◆ Reporting to clients regarding all the filings done with the IPO i.e., new applications, Form 26 power of attorney & General power of authorization, form 3 Statement and Undertaking, Form 1 (proof of right), DOA (Assignments), Form 13 (voluntary amendment), Form 27 (Statement of working).
- ◆ Reporting to clients regarding all the filings done invoices

OTHER TASKS

- Generating invoices and sending them to clients along with a report of the relevant task i.e., filing of the patent application, form 13, form 26 POA & GPOA, proofreading, form 27, Form 13 Amendments,
- Reporting to clients regarding the filing of formal documents, sending follow-up letters, and other responses or correspondence to the IPO.
- Reviewing deadlines and sending reminders to clients.
- Drafting letters and emails as per requirement.