

ANIL KUMAR

Sr. IP Specialist at Anaqua Inc.

Address: 48A, H. No. 435 Dharam Vihar, Khora Colony,
Ghaziabad, UP – 201309

Contact Number: 7011553054

Email: ayadav232@gmail.com

Analytical, organized and detail-oriented IP Specialist expertise and experience in the full spectrum of patent and trademark docketing and paralegal work. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges and propel business growth. Also, having expertise in process improvement, automations, and use of AI tools (ChatGPT) in daily work.

EXPERIENCE

ANAQUA INC.

Designation: Sr. IP Specialist

JUNE 06, 2022 – PRESENT

Anaqua Experience - 2+ Years

Overall work experience 7.5 years

Key Responsibilities:

- Multiple Process handling like Patent Docketing, Annuity, Abandonment and Trademarks docketing.
- My job is to check the quality of the Patent documents/emails processed by associates and give them proper feedback to improve the processing work.
- I process TM emails and documents daily along with patent QC. Also, I must check the paralegal work as well regarding annuity and abandonment.
- Responsible for handling internal queries and drafting queries for client as well.
- I'm part of the Audit Team as well to do the third level quality audits using excel reports and macros.
- I also do project work as well.
- My supervisor delegates MIS work whenever required.

Automation and Innovation: I have prepared many tools time to time to automate work, improve quality and productivity. The tools I have created in last 5 years (approx.) are:

- Document renaming tool.
- Raw Data Collation using MS Access and Excel VBA
- QC Tool using MS Access and Excel VBA
- Outlook Email Fetch
- Time sheet Macro for other Clients as well.
- Abandonment Report using Excel VBA.
- Annuity Report using Excel VBA (Useful for other Clients as well)
- Filing Order letter preparation using MS Excel, Word mail merge and Macros

Achievements:

- Zero Escalation from Client while doing Processing and QC.

Clarivate

17th June 2019 – 31st May 2022

Designation: Sr. IP Analyst

Clarivate Experience: 2 years 9 months

Wipro Ltd. (Formerly Alight Solutions)

29th Dec 2016 – June 13, 2019

Designation: Payroll Processor

Wipro Experience: 2 years 6 months

Key Responsibilities:

- Responsible for handling daily Work Allocation, Audits & Reconciliation, Processing, Quality Check and handling Processor's queries and doubts.
- Multiple Process handling like Patent Docketing, Annuity, Filings and Trademarks.
- In Patent Docketing, I'm doing QC for last two years and I also do processing when situation demands.
- Handling Annuity Processing/QC, maintaining Annuity Chaser spreadsheet and related reports.
- Filings: Creation of PCT Packages and Order Letters preparation for Foreign Filings. Handling filing decision emails, decision tracking in filing spreadsheet and taking follow-ups.
- In Trademarks Docketing, I pitch in processing part only when situation arises.
- I'm responsible for running Scheduled Reports (Weekly/Semi-Monthly/Monthly) in Patent, Annuity and Filings for Audit purposes.
- Handling Team/Process in absence of Supervisor.

Achievements:

- Zero Escalation from Client while doing Processing and QC.
- Effectively and efficiently migrated the data from the IP Manager tool to Anaqua with collaboration from each team member and Client participation.
- Managing the workload in Pandemic along with migration and project works.
- Received Quarterly and on spot awards for my contribution in Automation and team/process handling.

Key Responsibilities:

- Responsible for adhering to team SLA on timeliness and accuracy, processing daily tasks, and ensuring proper workload distribution.
- Managing a wide array of payroll solutions like – Oncycle Process, Offcycle Process, Additional pay set up, Retro payments, Underpayments process, Termination process, etc.
- Reporting and Work allocation
- Works as an Auditor.
- Deal with specific client request
- Conduct and share trainings plan for the new hires. Assisted with payroll and Pensions service management for 150+ employees. Prepared invoices for more than 200 clients.

Achievements:

- Created a few tools using excel Macros. Reporting Tool, Retirement Macro and a few more.
- Received best new Colleague award and Shimmer award in last quarter of 2018.

Skills and Tools Expertise**Computer Skills:**

- Advance Excel (VBA and Macros)
- MS Access (Database & Forms)
- MS Word
- MS PowerPoint
- SQL Basics
- AI Tools

IPM Tools:

- Anaqua
 - Foundation IP
 - IP Manager
 - Web TMS
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EDUCATION

Professional Qualifications:

Bachelor of Commerce (Hons.) in (2012-2015) - 65.81%
Sri Venkateswara College, Delhi University — New Delhi

Academic Qualifications:

Intermediate, Commerce (2010-2012) - 90%
Vinay Nagar Bengali Senior Secondary School, CBSE — New Delhi

High School, (2010) – 8.0 CGPA
P.D Model Sr. Sec School, CBSE – New Delhi

Personal Data

Date of Birth:	26/07/1994
Sex:	Male
Father Name:	Pawan Kumar Yadav
Nationality:	Indian
Marital Status:	Married
Hobbies:	Cricket & Music
Language:	English and Hindi

I hereby declare that all the information given above is true to the best of my knowledge.

DATE:

SIGNATURE: (Anil Kumar)