

# Manvi Mittra

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## Summary

With extensive experience in the IP sector, I've held pivotal roles from prestigious law firms mastering patent laws to specializing in patent searches and licensing at a KPO firm. As former In-House Counsel at Maruti Suzuki India Limited, I optimized IP management through strategic patent filings and R&D collaboration, managing filings and leading technology transfers to safeguard innovations for over a decade. Now as VP of Operations and Strategy at our firm, I drive transformative IP initiatives, leveraging my background to foster innovation and propel business growth in this dynamic field.

## Skills

- Cross-functional team leadership
- Process Improvement
- Operations & Risk Management
- Business Development
- Contract Negotiation
- Coaching and Mentoring

## Experience

10/2023 - Current

Vice President Operations & Strategy, **Prism IP**, Gurgaon, India

- Pioneering strategies that optimize IP management, foster innovation, and drive business growth.
- Leveraging my extensive background in IP to lead transformative initiatives that propel our firm to new heights in the dynamic landscape of intellectual property.
- Developed strategic plans to align business objectives with the company's long-term goals.
- Managed a team of 15+ professionals, providing guidance and direction to ensure successful execution of projects.
- Established policies and procedures that improved operational efficiency across multiple departments.
- Negotiated contracts with suppliers to secure favorable terms for the organization.

02/2013 - 09/2023

Senior Manager, **Maruti Suzuki India Limited**, Gurgaon

- Strategic IP Management by decision-making for patent filings, optimizing IP management through robust team structures, processes, and systems.
- Successfully manage patent filing and prosecution, ensuring meticulous proofreading of IP agreements and effective collaboration with external law firms to safeguard company interests.
- R&D Collaboration and Innovation Prioritization by Collaborate closely with R&D teams of over 2500 engineers, conducting inventor interviews and developing well-defined IP processes to prioritize and manage innovations from filing to grant stages.
- Strategic Decision-making and Competitor Analysis, navigate complex landscapes by making informed jurisdiction-specific decisions on clearance reports, while strategically assessing competitors' patent portfolios to drive focused innovation within the organization.

05/2011 - 01/2013

Project Manager, **Sagacious Research**, Gurgaon

- Project Leadership and excelled in leading complex projects, crafting detailed plans based on client requirements for seamless interaction between attorneys, inventors, and project teams.
- Coordinated tasks among team members, managed project timelines, and conducted impact analyses to mitigate delays, ensuring adherence to stringent quality standards.
- Supervised a team of 6-8 patent analysts, overseeing recruitment, induction, and training to enhance team capabilities and project deliverables.
- Managed many projects, fostering strong client relationships through effective communication and consistently delivering results that exceeded expectations.
- Monitored progress of each project to ensure timely delivery of deliverables in accordance with established quality standards and identified risks associated with each project and developed strategies for mitigating those risks.

06/2008 - 10/2010

Patent Consultant, **Subramaniam And Associates**, Gurgaon, India

- Developed extensive expertise in patent filing, prosecution, and client representation during tenure at Premium IP Law Firm.
- Managed the complete patent application process, including drafting initial applications, responding to Office Actions, and preparing international filings via the PCT route, ensuring adherence to strict deadlines.
- Drafted responses to International Search Reports, attended hearings at the Patent Office, and coordinated foreign patent filings and prosecutions, enhancing skills in patent law and procedural requirements.
- Strengthened client relationships by providing timely case progress updates and effectively navigating complex IP landscapes to secure and defend clients' patent rights.

## Education And Training

04/2022

**MBA**, Operations And Leadership

**Narsee Monjee Institute Of Management Studies**, Mumbai, Maharashtra

06/2013

**LLB**, Bachelor of Laws

**Jiwaji University**, Gwalior

05/2008

**B. Tech**, Electrical

**Punjab Technical University**, Punjab

**IP Attorney**

**Patent And Trademark Agent**

## Languages

**Hindi**: First Language

**English**:

C2

Proficient (C2)

**Punjabi**:

A2

Elementary (A2)

**Japanese**:

A1

Beginner (A1)

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## ***Family Details***

- Married with two children (one daughter and one son).
- Reside in Gurgaon, India, providing a stable and supportive home environment.