NIDA JAMIL

**(On long term visit visa valid till 29 July, 2016)**

**Professional Summary:** A dedicated and versatile professional with more than eight years of experience, of which the last four years were at a Senior Associate level for CPA Global, a key client of Microsoft. Successfully managed their Patent portfolio, which also comprised of specialist training imparted to employees in Patent Life Cycle landscape.

A qualified and experienced Healthcare Professional in the field of Physiotherapy & Hospital Administration with an added experience of two years in the field of specialized recruitment.

**PROFESSIONAL EXPERIENCE**

**Ind. Pvt. Ltd. (India)**

*World’s leading intellectual property (IP) management and IP software specialist, and an international provider of outsourced legal services. With offices across Europe, the United States and Asia Pacific, it supports many of the world’s best-known corporations and law firms with a range of IP and broader legal services, helping them to manage risk, cost and capacity, and to realize greater value for their businesses.*

**Senior IP Associate (Client Microsoft)**

**December 2011 – April 2016**

**Responsibilities**

* ***Processing & Data Management :***
* Proof – reading issued patents for any discrepancies.
* Drafting & sending COC (Copy of Correction) to the OCs (Outside Councils).
* Organizing different families of patent application thereby managing Patent Portfolio.
* Resolving inventors’ queries through emails
* Managing the Monetary Patent Incentive Programs (PIP).
* Managing the Acquired patent applications and maintaining their database.
* Single handedly maintaining the patent portfolios in the client database.
* Docketing all PTO Notices & Client communication in the database.
* Receive projects from the client through outlook/sharepoint/database/USPTO.
* Process the data as per the process documents and client instructions.
* Update the incoming and processed work volumes in the excel sheets (trackers).
* Conducting telephone conversation with clients to convey patent application status and other project related issues.
* ***Quality Check:***
* Conducting a quality check of the processed data of the team.
* Keeping a track of all the quality issues and errors that occur in the processed data of the team and discuss the same time to time and seeking to measures to lower down the error rate.
* Send the quality checked data within the minimum turnaround time to the Client through outlook/share point.
* Sharing best practices to enhance the overall productive utilization & quality of the team.
* ***Training:***
* Training the new joiners on the patent life cycle.
* Taking refresher trainings for the team to ensure proper understanding of documents and client instructions.
* Performing assessments from time to time for team members to assess the weaker areas for managing the training program.

**SGL – Recruitment Consultancy (Delhi, India)**

*SGL was one of the leading BPO (Business Process Outsourcing) consultancy with a huge clientele including the best of them.*

**Senior Recruitment Specialist**

**May 2009 - Nov 2011**

**Responsibilities**

* ***Recruitment:***
* Draft the Job Descriptions as per the client requirement
* Source the candidates using different Job Portals (Naukri, Times Job, Monster) and also through references.
* Screening applicants needed for specific positions of clients.
* Conduct in-depth interview to applicants and assess qualifications as they suit the needs of the requisitioning units.
* Pre-screen walk-in, mail-in and email applications either personally or through phone.
* Perform various recruitment strategies/programs to populate database.
* Update applicant's record in database
* Pre-screen walk-in, mail-in and email applications either personally or thru phone.
* Serve as contact person/bank representative for Job Fairs.
* Discuss the joining formalities with the selected candidate and made sure that the candidate joins.
* Keep a track of all the joined candidates and take references for other candidates.
* ***Client Management:***
* Coordinate with client’s POC or hiring manager to get a clear view of the company requirements or vacancies.
* Liaise with HR teams and management and follow up on the Manpower required
* Present shortlisted candidates and provide detailed profile summary.
* Coordinate and follow up with client until position is closed.

**Saini Physiotherapy Centre (Delhi, India)**

**Junior Physiotherapist**

**September 2008 – March 2009**

**Responsibilities**

* Working with patients to identify the physical problem
* Developing and reviewing treatment programmes
* Assisting patients with joint problems, especially following surgery
* Helping patients' rehabilitation following accidents, injury and strokes
* Writing patient case notes and reports
* Collecting patient statistics
* Educating and advising patients and their guardians about how to prevent and/or improve conditions
* Keeping up to date with new techniques and technologies available for treating patients
* Liaising with other healthcare personnel to supply and receive relevant information about the progress of patients, as well as referring patients who require other specific medical attention.

**INTERNSHIP & TRAINING**

**Metro Hospitals & Heart Institutes (Noida, India)**

Metro hospital and heart institute is a pioneer in the technological revolution in health care, rendering services to thousands of patients from across the globe to get them cured, in the presence of world class facilities.

**Physiotherapy Intern**

**Feb 2008- Aug 2008**

**Responsibilities**

* Assisted the head physiotherapist in implementing physiotherapy treatments on patients.
* Assessed health condition of the patients and diagnose the nature and extent of the ailment.
* Implemented treatment plans developed by the head physiotherapist and track the progress in patients.
* Supported the patients in carrying out different exercises as directed by the physiotherapist.
* Advised postural, breathing exercises to patients.
* Provided passive movements, stretching exercises & massage treatment to patients to improve mobility of muscles and reduce pain.
* Provided emotional support to the patients and their family members to overcome pain and mental stress.

**EDUCATIONAL QUALIFICATIONS**

* ***PGDBM in Hospital Administration & HR***

Lucknow

2008-2009

* ***Bachelors in Physiotherapy***

Dehradun

2002-2007

**PERSONAL INFORMATION**

Date of Birth : 17th November, 1984

Languages proficient in : English, Hindi and Arabic (read & write)

Status : Married

No. of Kids : None

Country of Origin : India

**Job Seeker First Name / CV No: 1718844**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

