

CURRICULUM VITAE

ARVIND KUMAR

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CAREER OBJECTIVE:-

To work sincerely building a fine relationship with the organization where my efforts will be complemented by career growth and degree of responsibility and prove myself as a valuable, always seeking a challenging and progressive work environment.

ACADEMIC QUALIFICATION:-

❖ Graduate

PROFESSIONAL QUALIFICATION:-

❖ Basic Computer Course from **ShagunComputer** ,Dwarka, New Delhi-110078.

WORKING EXPERIENCE:-

Organization	:	INDIAN PATENT OFFICE (Ministry of Commerce & Industry) sector 14 Dwarka New Delhi-110078
Designation	:	Computer Operator
Period	:	From June 2007 to June 2020.
Job Profile	:	Patent Application, E.D.P., Verification of Files, Scanning, uploading doc.Error corrections all type entry of Patent forms-13 & form-6, IPEA file knowledge, E-Challan, Bank Log, Uploading Patent & Designs.
Organization	:	CIP LEGIT INTELLECTUAL PROPERTY COUNSELS.1007, Platinum Tower Sohna Road Gurugram -122018.
Designation	:	Secretary
Period:	:	From Sept. 2020 To December. 2021
Job Profile	:	Prepare patent form for filing Form 3, Form 18, Form 26, Cause list of hearing Patent hearing applications prepare. Monthly Report of issued first Examination Report with FER print physical file prepare for Reporting Attorney

: **Office document scan, office data save and maintain, Executed Form -1 as proof of right and Power of attorney with covering letter Prepare document. Patent and Trademark hard doc. submit in Patent Office, make Patent and Trademark physical files.**

SOFTWARE AND APPLICATION KNOWN:-

Packages Known	:	<u>MS-Office</u>
Operating System	:	<u>2000, 2003, Window XP</u>
Software Known	:	<u>Abbey Fine Reader 8.0 , Irfan view, Adobe Acrobat (6.0, 7.0) Imagine Professional, Scan fix, Tiff PDF Counter</u>
Typing Speed	:	25-30 w.p.m.

PERSONAL DETAIL:-

Father's Name	:	Sh. Ram Pratap
Date of Birth	:	15/07/1979
Religion	:	Hindu
Nationality	:	Indian
Language Known	:	Hindi, English
Marital Status	:	Married
Gender	:	Male

Declaration:-

I hereby declare that the statements make in this resume are true, complete and Correct to the best of my knowledge and belief, hence requested to give me a chance to work in your organization/Factory/company.

Date: 10/01/2022

Place: New Delhi

(ARVIND KUMAR)