**NAME:** POOJA SONAM

**FATHERS’S NAME:** BHIM SINGH

**DATE OF BIRTH :** 05-11-1992

**ADDRESS:** HOUSE NO. G-18 ‘A’ GALI NO.8

VISHWAS PARK EXTN. RAJAPURI

UTTAM NAGAR , NEW DELHI-110059

**MARITAL STATUS:** UNMARRIED

**CONTACT NO.:** 8745844521

**EDUCATION QUALIFICATION:** GRADUATE (B.A. PROGRAMME)

FROM

**UNIVERSITY OF DELHI**

**EXPERIENCE: ENGLISH STENOGRAPHER SPEED OF**

**80 WORDS PER MINUTE AND TYPING SPEED**

**OF 35WORDS PER MINUTE**

**WORK EXPERIENCE :** **EIGHT YEARS WORKING EXPERIENCE IN THE**

**TRADE MARK REGISTRY OFFICE IN DELHI**

**\*WORKING IN EDP SECTION**

**\*DATA ENTRY OF ALL FORMS**

**(TM-A, TM-M, TM-O**

**REPLY TO EXAM REPORT,**

**EXAMINATION REPORT, EVIDENCES)**

**\*UPLOADING OF FORMS & FILES**

**\*DOCUMENT VERIFICATION**

**PREFERENCE:** LOOKING FOR AN EXCELLENT CAREER IN A

REPUTED FIRM BASED ON MY WORK

EXPERIENCE AND EDUCATIONAL

QUALIFICATION WHERE, I CAN FIND A LIFE

OF SELF RESPECT AND DIGNITY**.**

**DATE: SIGNATURE**