**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**