**CURRICULUM VITAE**

**Mohit Bhardwaj**

**S/o Shri Pramod Kumar Sharma**

**Shastri Nagar, New Delhi- 110052**

**Ph-9310436643   
Email ID – mohitbhardwaj680@gmail.com**

**Objective:**

To get affiliated as ***Paralegal/Legal Practitioner/Stenographer*** with a firm that provides opportunities to use my inbuilt abilities to advance the business objectives of the firm and obtain my personal career goals.

**Professional Experience**

* **From June, 2021 to till date**

Organization : **Obhan & Associates**

Designation : **Paralegal**

* **Key Performance Area**
* Filing of Patent Application
* Grant Reporting
* Preparing and filing all the formal documents at the Indian Patent Office
* Reviewing bibliographic Details of Published Patent Application
* Annuity Payment and reminders
* Drafting, filing and reporting of Commercial working statement ( Form-27).
* Response to FER.
* Opposition of Patent
* Client reminders and correction of legal documents.
* Taking Dictations and its Transcription
* Invoicing
* Draft Response
* Detailed Reporting
* Response to office action
* Written Submission
* Docketing
* Client Correspondence
* **From December, 2019 to May, 2021**

Organization : **Anand & Anand**

Designation : **Paralegal**

* **From August, 2018 to November,2019**

Organization : **Deepak Gulati & Associates**

Designation : **Stenographer**

* **Responsibility**
* Basic Knowledge of Appellate work.
* Scrutiny Case.
* Litigation Drafting
* Administrative Tribunal Matter
* Drafting Affidavit & Petition
* Attending hearing on behalf of seniors
* Shorthand speed of 80 WPM
* Typing speed of 35
* Time Management
* **From Feb, 2017 to July, 2018**

Organization : **BAC Legal LLP**

Designation : **Stenographer**

* **Responsibility**
* CIT Appeal matters
* ITAT & High Court cases
* Public Grievance etc.
* Litigation. & Drafting
* **Additional Skills**
* **Legal Search of case Laws**
* **Handing Portal of Public Grievances**
* **MCA Search and their changes**
* **Legal Drafting**

**Education:**

|  |  |  |
| --- | --- | --- |
| **Courses** | **University/Institute/Board** | **Year of Passing** |
| BSC | IGNOU | 2017 |
| Higher School | CBSE | 2011 |
| Secondary School | CBSE | 2009 |
| Steno | Chandra Coaching Centre | 2017 |

**Personal Details:**

* Sex : Male
* Marital Status : Married
* Linguistic abilities : English & Hindi
* Date of Birth : 03rd July, 1993
* Nationality : Indian

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| I, **Mohit Bhardwaj** do hereby swear that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief. |

**Mohit Bhardwaj** **Date:**