***CURRICULUM-VIT***

**Monika**

**Address: *-*** House No. 110 A, word no. 2 Mehrauli, New Delhi-30

**Contact No. :-** 9911814605

**Email :- bhanmoni94@gmail.com**

**CAREER OBJECTIVE**

* With best of my ability, hard work, skill and knowledge to associate myself with an organization that provides me an opportunity to show my techno-proficient skills. To continuously upgrade my knowledge and to be a part of team that works dynamically towards the growth of the organization.

**EDUCATIONAL QUALIFICATION**

* Completed High School from CBSE Board
* Completed Inter From CBSE Board
* Completed gradation from Delhi University, SOL.

**EXTRA QUALIFICATION**

* 6 Months Diploma in computer basic course from veg institute, from Mehrauli, New Delhi.
* NPTT course from Vag Infotech Pvt. Ltd, from South-X part-1, New Delhi.

 **WORKING EXPERIENCE**

* One Year worked as customer care executive in Job consultancy, Mehrauli, New Delhi. (2012-2013)
* Two Year Experience as a Teacher in I.G. Delhi Public School, Mehrauli, New Delhi. (2013-2015)
* Three Years, 6 Months Experience in S.S. Rana Law firm as a Trademark Paralegal, Adhchini, Delhi (2015 -2019)
* 6 month experience in Lakshmi Kumaran & Shridharan firm as a Trademark Paralegal Jangpura, Delhi ( 2019)

**PROFESSIONAL SKILLS**

* Typing Speed 40 to 45 per minutes.
* Knowledge of Computer : All type of Data Work (i.e Sanction /Release, Letter, Noting and Drafting)
* Other Work: Files Scanning, Photocopy, Maintained Diary/Dispatch. File Movement register of the concerned division where I have posted.
* Prepared & filed trademark applications, Filed office actions, Conducted Preliminary knock-out searches, Reviewed and electronically file assignments, mergers, changes of name, changes of address, division of application, mergers, filing renewal, filed review petition.
* Maintained a computerized docket though Web TM system and billing system.
* Maintained Hearing notices, refused order, registration certificate
* Emails drafted for clients

**PERSONAL PROFILE**

Name : Monika

Father’s Name : Mr. Suraj Bhan

Date of Birth : 09/04/1988

Gender : Female

Marital Status : Single

Hobbies : Net Surfing and Listening to Music

Language Known : Hindi & English

Strengths : Perseverance, Punctuality & Patience

**DECLARATION**

I, hereby, declare that all the information provided above is correct up to my knowledge, and I will be completely responsible for any discrepancy.

Date ………………..

Place ……………… **(Monika)**