

**P. G. VENKAT**

***[Porkulam Gopalakrishnan Venkiteswaran]***

C Block, S-53/F-2, Aarohi Apartments

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Ghaziabad 201 005 **Mob. # 8368761063**

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Father’s Name : Late Sh. P. V. G. Krishna Iyer

Mother’s Name : Late Smt. A. S. Nagalakshmy

Date of Birth : 19 April, 1966

Permanent Address : C Block, S-53/F2, Aarohi Apartments, Shalimar Garden Extn. II, Ghaziabad 201 005, Uttar Pradesh

Qualification : B. Com.

Nationality/Religion : Indian/Hindu Brahmin

Languages Known : English/Hindi/Malayalam/Tamil

Marital Status/Dependents : Married/wife & daughter

Present Job : Worked with Perfexio Legal, Noida as Paralegal in their Patent Department. [March, 2017 to October, 2021]

Total Experience : Above 30years

**Details of Experience**:

1] Worked with M/s. Stellar Offset Pvt. Ltd., as Office Assistant under Director for a period of 4 years (1988 to 1992);

2] Worked with M/s. JIL Plastics (Unit of Jagatjit Industries Ltd.), as PA to GM for a period of 4 years (1993 to 1997);

3] Worked with M/s. Essel Agro Ltd. (Unit of Essel Group of Industries), as PA to Sr. VP Mktg., for a period of 5 years (1998 to 2002);

4] Worked with Wipro Finance Limited, as FD Assistant for a period of 1 year 2002-2003.

5] Worked with K & S Partners for a period of 13 years. This is an Intellectual Property law firm and my position was Sr. Paralegal in their Patent Department (2003-2016)

In addition to the above, I have worked with some other small companies and VIPs for short durations like leave/casual vacancies. I have worked with veteran journalist and Rajya Sabha MP Late Sh. D. N. Mishra.

I have worked at the above places as an all-rounder and therefore I have knowledge of jobs related to Accounts, Marketing, Administration, Dispatch, Stores, and General.

I hope my details are matching with your requirement.

**P. G. VENKITESWARAN**

Place : Ghaziabad

Date : 30/05/2022