

# CURRICULUM VITAE

## **PANKAJ KUMAR**

H. No. 7, Gali No. 3.  
F- block, Gowardhan Kunj  
Opp. BSF camp, Sohna Road  
Gurgaon, HR – 122102  
Mobile - 9717304257



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### **CAREER OBJECTIVE**

To work hard with full dedication for the achievement of organization objective under satisfying job contact, hence enhancing my skill and knowledge and ready to learn new things.

### **COMPETENCIES**

- 10<sup>th</sup> from Bihar B.S.E.B Board-2009
- 12<sup>th</sup> from Bihar B.S.E.B Board-2011
- B.Com. (Hons.) From Magadh University (Bodh Gaya)-2014

### **PROFESSIONAL EXPERIENCE**

- Presently working with LEX IP CARE LLP as Paralegal (Data maintenance, New filing (Preparing and uploading all required Forms), Post filing, Form 3, RFE-FORM 18, Form 27, Form 13 (changing address for service), preparing and sending detailed reporting letter along with Invoice; Sending reminders to clients regarding due dates and maintaining the same) (from 2017)
- Worked with KNM & Partners-Law Offices as Admin department 1.2 Years.
- with Trans India Law Associates as secretary for 6 months
- Worked with Diwan & Advocates as executive in admin department for 6 months
- Worked with Net Creative Mind Solution Pvt. Ltd. as I.T. Data Entry Operator for 2 years.

### **PROFESSIONAL QUALIFICATION**

#### **Secretarial Practice from Air Force Vocational College, New Delhi**

- Business Communication, Business Organisation, Office Procedure Accounting, Typing and English
- Shorthand (in English)
- Typing Speed 35 wpm (in English)

**PERSONAL PROFILE**

Father's name : Mr. Satyadev Prasad Gupta  
Date of Birth : 07.02.1994  
Gender : Male  
Nationality : Indian  
Language known : Hindi & English  
Mob No. : 9717304257

**DECLARATIONS**

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Place: Gurgaon

Date: 23-07-2022

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**Pankaj Kumar**  
**(Signature of Candidate)**