

# **CURRICULUM VITAE**

**ANITA**

*Phone: +9818484958; Email: anitakumari.ak0611@gmail.com*

---

## **CAREER OBJECTIVE**

To work sincerely building a fine relationship with the organization where my efforts will be complemented by career growth and degree of responsibility and prove myself as a valuable always seeking a challenging and progressive work environment.

## **Key skills**

### **Patent application:**

- Preparing and uploading the Patent related Forms i.e Form 1, 2, 3, 5, Drawings, etc.
- Preparing Request for early Publication (Form-9), Request for Examination (Form-18; 18A) Form-4 for extension and submitting the same on Indian Patent Office portal.
- Form 13 (change of address).
- Preparing Form-26 (POA), Form-30 (VET of International Application and Priority Document) and submitting the same etc.
- Maintain Deadlines.

### **Trade mark application:**

- Trade mark related searching,
- Preparing and Filing of Trade Mark Application,
- Preparing and filing the reply to Examination Report,
- Preparing hearing documents and filing their extension.
- Maintain Deadlines.

## **TOTAL WORK EXPERIENCE:**

- PATENT OFFICE DELHI: 18 Months (1 and 1/2 year) November 2016 to May 2018
- PANASIAN IP SERVICES: 49 Months (4year and 1 Months) May 2018 to June 2022

## **EDUCATIONAL QUALIFICATION**

- B.A. from University of Delhi;
- XII Central Board of Secondary Education, Delhi;
- X Central Board of Secondary Education, Delhi.

## **PERSONAL DETAIL**

Name : Anita  
Husband name : Mr. Prince Kumar  
Date of birth : 11 June 1994  
Religion : Hindu  
Language : English, Hindi

## **DECLARATION:**

I hereby declare that all statements made in this resume are true, and correct to best of my knowledge and belief, hence I request you to give me a chance to work in your organization.

**Date:** 22nd September 2022

**Place:** New Delhi

**Anita**