

**POOJA KUMARI**  
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**Career enhancement as a System Operator in a reputed organization**

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**A BRIEF OVERVIEW**

Organization	Period	Designation
ProwizMensystemPvt. Ltd. (Patent Office)	November, 2011 to April 2013.	Data Entry Operator( RMD-3)

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**KEY RESPONSIBILITIES**

- Taking Notes
- Scheduling Meetings
- Organizing Office Activities and Events
- Maintaining Archives
- Managing Material
- Answering Calls
- Greets Visitors
- Stock Management
- Maintaining a Diary

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Organization	Period	Designation
New Grow System Solution Pvt.Ltd (Patent Office)	Feb 2014 to November 2015	Data Entry operator (Mechanical Group)

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• **KEY RESPONSIBILITIES**

- Making PDF.
- Maintain Daily Status report in Excel Sheet.
- On line EDP Process.
- Uploading of Amended documents
- Verification of New file Electronically & Physically
- Verification of amended files in electronically

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Organization	Period	Designation
Ministry of Ayush	December 2015 to August 2017	Data Entry operator

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**Patent Knowledge**

- Renewal checking;
- Renewal certificate checking and generated;
- Knowledge of all types of patent related documents & forms (Form 1, Form 3, Form 5, Form 6, Form 13 and Form 18).

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**EDUCATIONAL CREDENTIALS**

- 10<sup>th</sup> from C.B.S.E Board in 2003.
- 12<sup>th</sup> from C.B.S.E.Board in 2005
- Graduation from Delhi University in 2008.
- M.com from Himachal University in 2011

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**TECHNICAL VIGNETTE**

- Windows 98, Windows 2000, Windows XP, Windows Vista and Windows 7, Window 8 and Window 8.1.
- MS-Office (MS. Word, MS. Excel, MS. Paint), Internet Browsing, Mailing, Data Uploading and Downloading.

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**KEY STRENGTH**

- Hardworking, Punctuality with great ambitious, Strong Passionate Attitude.
- Quick Learner
- Confident and Energetic
- Good Communication Skill

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**PERSONAL VITAE**

Father's Name : Late.sh Rameshwar Sah  
Date of Birth : 21<sup>st</sup> June 1987  
Marital Status :  
Nationality : Indian

Date:

Place:

(Pooja kumari)