

CURRICULUM VITAE

Navjyot Kaur

B-17, IInd Floor, Vishnu Garden, Part-I, Tilak Nagar, New Delhi-110018

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CAREER OBJECTIVE

To work in a Challenging Position that Enables me to develop myself as a Professional and permit scope for advancement.

PROFESSIONAL QUALIFICATION

- ❖ **LL.B.** from Chaudhary Charan Singh University, Meerut, in 2022

ACADEMIC EDUCATION

- ❖ **B.Com. (Hons.)** from Delhi University in 2018
- ❖ 12th from CBSE BOARD in 2015
- ❖ 10th from CBSE BOARD in 2013

KEY SKILLS & ATTRIBUTES

- ❖ Technically proficient in MS Word and Excel
- ❖ Good Communication & Interpersonal skills
- ❖ Committed team player with flexible approach towards work
- ❖ Ability to prioritize tasks and work to tight deadlines

PERSONAL DETAILS

Date of Birth :

05 August, 1997

Marital Status :

Single

Languages Known :

English, Hindi & Punjabi

Hobbies :

Listening Music and Dancing

WORK EXPERIENCE

KAN AND KRISHME Attorneys at Law, DELHI

Paralegal/Legal Assistant

January 2019 – Present

Working with Experienced Attorney as a Paralegal in the field of Patent.

- Uploading Reply to FER and Post Hearing Written Submissions on IPO Website and sending the filing report for the same to client
- Reporting Hearing Notice and filing Form 30 (to notify the controller)
- Preparing, Filing & Reporting Adjournment and Petition under Rule 137 and 138
- Filing Request for Extension of time for filing Response {Form 4(ii)}
- Preparing and Filing relevant documents such as Form 1, 2, 3, 5, etc.
- Preparing and Filing Proof of Right, Power of Attorney, Verified English translation of PCT and Priority document, Certified copy of priority document, Form-18, Form 27, Form-6, Form-16; Request 94(1)
- Form-13 for Name and Address change of the Applicant
- Preparing and Filing Section 8(1) and Section 8(2) details (searching and downloading documents from secure websites such as WIPO, EPO, Patent Centre, Global dossier, etc.)
- Maintaining records and deadlines and sending reminders for due dates
- Preparing and sending invoice to clients for the work done respectively
- Preparing Initial Filing Reporting and sending to client along with invoice

Declaration

I certify that all information given above is true to the best of my Knowledge.

Place : New Delhi

*References Available on request

Thanks! Speak Soon?