**HANI PRIYA**

**Address for Communication**

H.No. 71, 3rd Floor Village Aya Nagar,

New delhi-110047

Contact No. 9871501547

Email: - hani.narayan@gmail.com

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| Career Objective |

Seeking a challenging and fulfilling career as part of an organization, grow Aggressively to greater capabilities in newer technologies and contribute the Company better in roles entrusted with greater responsibilities.

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| Academic Qualification |

* 10th passed (in 2005).
* 12th passed (in 2007).
* Graduation from Delhi university (South Delhi) (in 2014).
* MBA (PGDBA) from Symbiosis Centre for Distance Learning (in 2022).

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| Computer Proficiency |

**Tool & Software:** One year Diploma in Computer Application. (Tally, DTP, Web Designing.

**Operating System:** Windows 98, Windows XP, Window Vista, Windows 7

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| Experience |

* One year three months worked with Mohan Thread Mills Pvt. Ltd., as a Account Assistant.
* 9 Months worked with Sethi Caterers & Hospitality Pvt. Ltd., as a Account Assistant. (from March 2009 to November 2009)
* 11 year worked with United Overseas Patent Firm (IPR Department) as a (Patent Paralegal). (from 21st December, 2009 to 04th September, 2 021)
* 9 Months worked with Sagacious IP as Senior Executive in Patent Department
* 4 Months worked with S & A law offices.

1. Conducting all kind of on-line filings on the on-line filing system of Indian Patent Office, including new Indian Patent application, and Indian National phase Patent application.
2. Conducting all e-filings at Patent prosecution stage and thus assisting the patent agent towards filing FER Reply, Misc. documents on Form 30, Pre-Grant Opposition, different kind of assignments, all Forms and paying the payments thereof.
3. Conducting e-filing of Patent annuities.
4. Taking care of Patent renewals related compliances, including sending reminders to clients, calculating & depositing the current as well as pending renewal fees, maintaining the renewals related register.
5. Preparing patent related documents/Form 1, Form 2, Form 3, Form 4, Form 5 Form 6, Form 7 A, Form 8, Form 9, Form 18, Form 13, Form 16 & Form 30.
6. Patent prior arts (worldwide) online searches.
7. Maintaining entering deadlines.
8. Preparing Deasigns Forms (Form 1, Form 3 and Form 22).

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| Personal Profile |

* Father’s Name : Suraj Narayan
* Languages Known : Hindi, English
* Religion : Hindu
* Sex : Female
* Marital Status : Married
* Nationality : Indian

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| Hobbies |

* Painting
* Reading Book

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| Personal Skills |

* Ability to work effectively in team with focus on team goal.
* Fast learning & motivated.
* Always eager to learn new technologies & willing to apply them to create better results.
* Believe in smart working.

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| Declaration |

I consider myself familiar with the Management aspect. I hereby declare that information furnished above is true to best of my knowledge.

**Place: New Delhi**

**Date:**

Signature of the Applicant

**(HANI PRIYA)**