

# SUDIPTA SUR

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Mobile No: +91-9874928625



## Objective:

A junior level Management position in an organization, which provides opportunities to go for carrier development and advancement to a top, policymaking within the corporate.

## Experience:

- ✓ May 2011 - Till Date – Office Administrator & Accounts Executive M/s. *Goldfinn Technologies (IPR Attorneys)*.
- ✓ July 2005 - April 2011 – Accounts Assistant - in M/s. *Oswal Thread Private Limited (Sewing Machine & Thread Dealers)*.
- ✓ Sept 2000 – June 2005 – Share Market Executive - in M/s. *C. K. Tibrewala & Co. (Stockbroker)*.

## Main Responsibility:

- Trademark Analyst is to perform watch for opposition matters, trademark status reports for clients.
- Trademark Portfolio Management for various clients.
- Conduct Trademark search and advice on availability and selection of a good Trademark.
- Assisted in preparation of return of income.
- Assisted in conducting Internal Audit Report.

## Key Skill:

- ❖ Trademark docketing and meeting with clients to get documents for filings, Opposition and other matters.
- ❖ Filing of Trademark, Copyright and Design registration applications and others matter.
- ❖ Check Trademark, Copyrights, Design Journal Reports and finding out infringing applications of client's trademarks that has been published and which can be Opposed.
- ❖ Preparing Accounts Report, Reconciliation Statement, Debtors & Creditors List.
- ❖ Official correspondences with Client, Bank (RTGS, NEFT, D.D. etc.)
- ❖ Accounting entries (Sale, Purchase etc.) in TallyPrime.
- ❖ Preparing Cash Voucher, Bank Voucher, Journal Voucher.
- ❖ Handling Day to Day Office Administration.

## COMPUTER SKILL

- OPERATING SYSTEM : WINDOWS 2000, XP2000
- PROFESSIONALAPPLICATION SOFTWARE : MS-OFFICE (WORD, EXCEL)
- ACCOUNTING SOFTWARE : TallyPrime, Fame-W

## Academic Credentials

| YEAR | NAME OF EXAMINATION | BOARD/ UNIVERSITY   | CLASS/ DIVISION | REMARKS |
|------|---------------------|---------------------|-----------------|---------|
| 1998 | B. COM (HONS)       | CALCUTTA UNIVERSITY | 2 <sup>ND</sup> | 52%     |
| 1995 | HIGHER SECONDARY    | WBCHSE              | 2 <sup>ND</sup> | 49%     |
| 1993 | MADHYAMIK           | WBBSE               | 2 <sup>ND</sup> | 57%     |

## Value offered:

- Sincerity and loyalty towards organization
- Discipline and planned approach towards everything
- Optimum utilization of resources

## Personal Information:

Fathers name Late Sri Prabhat Kumar Sur  
Mothers name Late Smt. Sikha Sur  
Date Of Birth 23-11-1976  
Marital Status Married  
Hobbies Surfing internet for searching relevant thing that I can add more valuable things to my knowledge.  
Permanent Address Mukti Apartment, 15/10, Hari Mohan Dutta Road, Dum Dum Cantonment, Kolkata – 700 028, West Bengal.  
Mobile No. +91 9874928625

**Deceleration:** I hereby declare that the above information is correct & complete to the best of my knowledge.

**DATE:**

**PLACE : Kolkata**

Sudipta Sur