

CURRICULUM-VITAE

ANOOP SINGH
S/o PANCHAM SINGH NEGI

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Objective:-

I am looking for a challenge & rewarding assignment where I can add value and at the same time stretch my capability to the optimum. I believe in synergizing my efforts with those of my peers & co-workers to improve and add value to the company's bottom line.

Strength:-

I am comfortable working in a fast paced environment where the priority is to deliver results, I enjoy doing the jobs, which are time bound and can take and accomplish tight targets, which are performance oriented.

Computer proficiency:-

- Basic knowledge of computer,
- Typing Speed **35-40 wpm (approx)**
- Sending/Receiving Mail, Attachments, Web Browsing, Scanning, Online Searching, Online Registration, installation & configuration of Software etc.

Educational Qualification:-

- Matriculation passed from from **C.B.S.E.**Board
- Intermediate (**Arts**) passed from **C.B.S.E.** Board
- Graduated from IGNOU University in **B.A**

Work Experience:-

- One year worked at District Court Dwarka.
- Presently working with Remfry&Sagar as a patent secretary since January 2020.

I'm efficient in:

- **Foreign Filing** : Convention filing, National Phase filing, PCT filing, Drafting correspondence to client and also have knowledge of CSIR work.
- **Post Filing Documents** : Form 1, Form 2, Form 3, Form 4, Form 5, POA and Section 8(2).
- **Working & Publication:** Filing statement of working (Form 27) and Reporting patent office journal to client.

Personal Details:-

- **Date of Birth:** 10/10/1995
- **Gender:** Male
- **Nationality** Indian
- **Religion** Hindu
- **Marital Status** Unmarried
- **Languages Known:** Hindi, English
- **Hobbies:** Listening Music & Watching Movies etc.

Date:

Place: New Delhi

(Anoop singh)