

PRADEEP SINGH CHOUDHARY

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CAREER OBJECTIVE

Seeking a challenging position to utilize my skills and abilities that offers professional growth while being resourceful, innovative and flexible.

PROFESSIONAL EXPERTISE/SKILLS:

- ❖ To satisfy the administration with my skills and hard work.
- ❖ Good Communication skills to independently handle with clients.
- ❖ Handling situations with cool temperament
- ❖ Skilled worker, Good Planner and Executive.
- ❖ Committed and honest towards work.

ACADEMIC QUALIFICATION

- ❖ 10th pass from CBSE Delhi 2009
- ❖ 12th pass from CBSE Delhi 2011
- ❖ B.C.A (Bachelor of Computer Application) from IGNOU 2016

BASIC SOFTWARE SKILLS

- ❖ Microsoft Word, Power Point, Excel

WORKING EXPERIENCE

LexOrbis (Patent Paralegal): (January 22, 2020 – Present)	<u>Handling Prosecution</u> <ul style="list-style-type: none">• Preparing response to the formal objection raised in the FER and Hearing Notice.• Patent E-Filing (FER_SER Reply, Written Submission, Section 8, Form 4, Form 6, Form 8, Form 13, Form 26, Form 30, Petition, Extension, Adjournment, Request for DAS Code, Request for Certified Documents)• Handling Client communication.
	<u>Handling Prosecution</u> <ul style="list-style-type: none">• Preparing response to the formal objection raised in

Lakshmi Kumaran & Sridharan
(Patent Paralegal):
(November 27, 2017 – January 14, 2020)

the FER and Hearing Notice.

- Patent E-Filing (FER_SER Reply, Written Submission, Section 8, Form 4, Form 6, Form 8, Form 13, Form 26, Form 30, Petition, Extension, Adjournment, Request for DAS Code, Request for Certified Documents)
- Handling Client communication.

PERSONAL PROFILE

Name : Pradeep Singh Choudhary
Father Name : Mr. Dilwar Singh Choudhary
Date of birth : 11th October 1993
Marital Status : Married
Hobbies : Travelling, Playing Cricket

Date:

Place: New Delhi

(Pradeep Singh Choudhary)