

CURRICULUM -VITAE

NAME: POOJASONAM

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FATHER'S NAME: Shri Bhim Singh

DATE OF BIRTH:05-11-1992

ADDRESS: House No. G-18 'A ,
Raja puri ,Vishwas park Extn.
Uttam Nagar, New Delhi – 110059

MARITAL STATUS: Unmarried

EDUCATIONAL QUALIFICATION:

- 10th Passed from CBSE Board(2008)
- 12th Passed from CBSE Board(2010)
- Graduation from University Of Delhi(B.A. PROGRAMME)in 2015
- Pursuing L.L.B From HLM College In Ist Year
- Chaudhary Charan Singh University(Meerut).
- English Stenographer Speed Of 80 Words Per Minute
- Typing Speed Of 35 Words Per Minute

ABOUT COMPANY : The Intellectual Property India is Administered By the Office Of The Controller General Of Patents Designs & Trade Marks (CGPDTM). This is a Subordinate Office of the Government Of India and administers The Indian Law Of Patents ,Designs , Trade Marks And Geographical Indications.

JOB RESPONSIBILITIES:-

- WORKED AS A DATA ENTRY OPERATOR IN EDP SECTION
- DATA ENTRY OF ALL TRADE MARK FORMS
- TM-A
- TM-O
- TM-M
- REPLY TO EXAM REPORT
- DOCUMENTS UPLOADING IN OFFICE MODULE
- DATA CORRECTION
- KNOWLEDGE OF TRADE MARK FORMS AND MATTERS

WORKING EXPERIENCE:-CURRENTLY WORKING IN HR GUPTA & CO. WHICH IS BASED ON INTELLECTUAL PROPERTY FIRMS AND TEN YEARS WORKING EXPERIENCE AT TRADE MARK REGISTRY OFFICE (INTELLECTUAL PROPERTY OFFICE IN (NEW DELHI)

PREFERENCE: -Looking for an excellent career in a reputed firm based on my work experience and educational qualification where ,I can find a life of Self Respect & dignity.

PERSONAL SKILLS

- Basic Knowledge Of Computer
- Ms Office
- Typing Speed 35

PERSONAL PARTICULARS

- Gender:- Female
- Nationality:- Indian
- Religion:- Hindu
- Language Proficiency:- Hindi & English

Signature of the candidate