

## CURRICULUM VITAE

SANDEEP KUMAR  
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**OBJECTIVE:-** I have profound experience of working in a multi-sectoral environment dealing with documentation. On a side note, I am a positive personality, highly self- motivated, an essential team player with strong team building capacities. My keen interest is to work with an organization, which gives right opportunity to enhance and upgrade my work and skill effectively.

**PROFESSIONAL EXPERIENCE - Total experience: 14 years.**

worked with **K&S Partners** a leading law firm in India as a trade marks secretary from July, 2008 to June 2023.

### **Job Profile:**

- Routine Correspondence, checking of all emails and responding to them;
- Mentioning deadline list
- TM searches and proprietor searches
- Preparing and filing all type of TM forms
- Arranging annexures for evidence and file the same
- Preparing status charts
- Preparing LTA and Opposition hearing lists
- Uploaded the TMJ, check our marks and conflict marks
- Drafting letters.
- Maintaining files, important / confidential documents.
- Fixing of appointments with clients.
- Preparation of invoices.
- Co-ordinating with staffs and other departments.
- Handling office independently in absence of Head.

### **PAST EXPERIENCES -**

#### **M/s. Remfry & Sagar, Consultant Pvt. Ltd.**

February, 2007 to June, 2008

Secretary to "IP consultant" (Opposition)

Remfry & Sagar, Consultant Pvt. Ltd., Gurgaon is world's second oldest and India's first largest Intellectual Property Law Firm. Reporting to "IP consultant" for -

- Routine Correspondence, checking of all mails and to manage them e.g. the proper information to be forwarded to concerned persons' for their necessary actions.

- Taking Dictation and typing the same.
- Drafting letters.
- Maintaining files, important / confidential documents.
- Fixing of appointments with clients.
- Preparation of presentation & data for meetings.
- Preparation of monthly Sales Data.
- Co-ordinating with staffs and other departments.
- Handling office independently in absence of Head.
- Maintaining her diary and handling telephone calls.

### **ACADEMIC QUALIFICATION**

- Graduated from U.P Board (2005)
- Senior Secondary (12<sup>th</sup>) from U.P Board, (2002)
- Higher Secondary (10<sup>th</sup>) from U.P. Board, (2000)
- One year Full Time Diploma in Secretarial Practices from GLB Education & Technology, New Delhi.

### **PERSONAL INFORMATION**

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|------------------|---|-----------------------|
| ➤ Date of Birth  | : | August 10, 1984       |
| ➤ Gender         | : | Male                  |
| ➤ Nationality    | : | Indian                |
| ➤ Marital Status | : | Married               |
| ➤ Family         | : | spouse and two kids   |
| ➤ Language       | : | English & Hindi       |
| ➤ Interest       | : | Gardening and reading |

Place : Delhi

Date :

**(SANDEEP KUMAR)**