

CURRICULUM VITAE

Akash Prajapati	Address	Date of Birth
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CAREER OBJECTIVE

To work sincerely building a fine relationship with the organization where my efforts will be complemented by career growth and degree of responsibility and prove myself as a valuable, always seeking a challenging and progressive work environment.

ACADEMIC QUALIFICATIONS

- ❖ BBA Pursing From CCSU HLM College.
- ❖ 12th Passed from **CBSE Board**, UP.
- ❖ 10th Passed from **CBSE Board**, UP.

PROFESSIONAL QUALIFICATIONS

- ❖ IIMBX Course Business Communication.
- ❖ Finance Course in BBA.

WORK EXPERIENCE:

Organization	:	Indian Patent Office
Designation	:	Data entry operator
Period	:	From April, 2020 to Till now.
Job Profile	:	File Verification, I will doing postdating case, I prepared attendance register in excel file, All Amended documents receive and dispatch In IPO module. Form-06, form-09, form-13, All Amended documents uploading,

Employment History

ISHA PROTECTIONAL SECURITY GUARD PVT.LTD.
(at Indian Patent Office)

August, 2021 to TILL NOW

Designation- Date Entry Operator

Department- *Patents*

- Patent Module work New Application, Entry, Forms, etc.

STALLION SECURITY
(at Indian Patent Office)

August, 2019 to June, 2020

Designation- Date Entry Operator

Department- *Patents*

- I prepared attendance register in excel file.
- Main File Verification.
- I will doing postdating case.

PERSONAL DETAILS

Father's Name : Omprakash
Gender : Male
Marital Status : Unmarried
Language knowledge : Hindi & English
Special Interest : Travelling, Trading,
Strengths : Easy to Learn Attitude, Smart working & Team work

DECLARATION

- ✓ I hereby declare that all the statement make in this resume are true, complete and Correct to the best of my knowledge and belief, hence requested to give me a chance to work in your organization/company.

Date: -----

Place: New Delhi

(Akash Prajapati)