

Mrs. Renuka

H. No. A1/282 Gali no. 13A
Ph-5, Aya Nagar
Near Arjan Garh Metro Station
New Delhi-110047
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CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

WORKING EXPERIENCE

- ⇒ Presently working with **Remfry & Sagar**, an IPR Law Firm, Gurugram from November 07, 2014 as a Secretary

Job Profile:-

- Report Letters Patent Document and invoice to the clients
- Debiting to the clients in relation to above identified matters
- Making Annuity payments
- Proofread Granted Letters Patent and filed Certificate of correction if needed
- Docketing of intimation of grant on software and keepstheir record
- Maintaining deadlines and docketing system of patent annuity
- Attending to general emails i.e. Reminder; Abandoned, Transfer and status related queries and issues
- File statement of working on Form-27
- Any other related work assigned by the Attorney

- ⇒ Worked as Associate to Product Head/Principal Consultant - (Corporate Action ie. Software, TCS BanCS) in M/s TCS (Tata Consultancy Services) from September 04, 2012 to March 01, 2014

Job Profile:-

- Sending & receiving emails.
- Preparing letters on letter head.
- Planning conferences, meetings & tours and other non-sschedule
- Handling calls (outgoing & incoming) accordingly fixing appointments
- Manage & making Documentation, reports, seat allocation etc.
- Preparing & processing claims, local conveyance, phone bills etc.
- Administrative works
- Any other work assigned by Product Head

- ⇒ Worked as a Secretarial Assistant to Executive Director in M/s ILSI-India (International Life Science Institute) from February, 2011 to June, 2012

Job Profile:-

- Taking dictation
- Drafting letters/emails/ minutes of meeting/ handling calls (outgoing/incoming), fixing appointments etc.
- Effective office management i.e. Filing, correspondence, maintenance of all files etc.
- Maintenance petty cash and stationery
- Maintaining calendar, diary & preparing Newsletters
- Any other work as assigned by ED

PROFESSIONAL QUALIFICATION

- LL.B completed from CCSU in 2022 and in 2023 cleared AIBE exam
- One Year Diploma in Office Management from New Delhi YMCA in 2010

Course Contents:-

- Stenography Skill with typing speed in computer and in typewriter)
- Computer Application
- Business English Communication
- Office Management
- Communication Lab
- Functional English

ACADEMIC QUALIFICATION

- Post Graduate (M.A in Political Science) from IGNOU in 2014
- Graduate in B.A (Program) from Delhi University in 2010
- 12th from Uttarakhand Board in 2007
- 10th from Uttarakhand Board in 2005

ADDITIONAL QUALIFICATION

NIIT- Certificate of competency in computing for 6 months in 2008

STRENGTHS

- Proactive and Committed
- Hardworking and Sincere
- Positive Attitude and Confidence

INTERESTS

- Social work
- Sports (field)
- Listening music

EXTRA CURRICULER ACTIVITIES

- Participated in Debates and various cultural events in school level

PERSONAL PROFILE

Date of Birth	April 2,1990
Husband's Name	Mr. Utkarsh Mishra
Language Known	English, Hindi
Present Address	H. No. A1/282 Gali no.13A, PH-5 Aya Nagar New Delhi-110047
Gender	Female
Marital Status	Married

Declaration:-I hereby declare that the above written particulars are true to the best of my knowledge and belief

Date: /08 / 2023

(Renuka)

Place: South West Delhi