

Rakesh Kumar Tiwari
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OBJECTIVES:-

To obtain and secure a position that will enable me to use my knowledge/information as well as my ability to work well with people. I am a quick learner and always up for a challenge that will enhance my career goals.

EDUCATIONAL QUALIFICATIONS:-

- High School from UP Board in 2009.
- Intermediate from UP Board in 2011.
- B.A. from Faizabad University Faizabad 2014.

COMPUTER KNOWLEDGE:-

- One Year Diploma Course in DCS+ From APTECH Balrampur.
- CCC three months diploma from APTECH Balrampur.

EXPERIENCE:-

1. INTTL Advocare

Currently Working (Joined July 2016)

INDIA FILING:-

- Preparing, reviewing and Filing of **Ordinary application, Paris Conventional Application, National Phase Application** and **Provisional/Complete Specification** via e-filing.
- Preparing, reviewing and Filing of **Form 1/assignment, Form 3, Form-5, Form-4, Form 18, Form 26, Form-25, and Certified Priority document** via e-filing.
- Preparing, reviewing and Filing of **Response to FER** and **Annuity Payment** via e-filing.
- Preparing and filing a request to record the change of ownership on Form 6, and Follow up with client for recordal documents
- Maintain Docket sheet

KEY STRENGTHS:-

- Hard working.
- Quick learner with ability to work in different technologies and domains.

- Adaptability and flexibility to meet challenges and work under pressure.

HOBBIES:-

- Reading Books.

PERSONAL DETAILS:

Fathers Name: Mr. Chandra Bhushan Tiwari

Date of Birth: 3rd July 1994

Linguistic Ability: Hindi, English

Nationality: Indian

Marital Status: Married

DECLARATION:-

A chance I will try to suit your requirement and target and hope for favorable response and assure my best co-operation in future.

I hereby declare that information furnished above is correct and true in the best of my knowledge.

Date:

Place:

Rakesh Kumar Tiwari