

SRIJITA MITRA NATH

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CAREER OBJECTIVE

To Work in a dynamic environment that provides me a wide spectrum of Experience and exposure. To bring a dynamic and versatile portfolio of skills at Work place and to serve The organization with positive attitude and efficiency.

EDUCATIONAL QUALIFICATION

- ❖ Master's In Human Resource and Organizational Management (MHRM) from University of Calcutta in the year 2011.
- ❖ B.A.(Hons) in Education from Bongaigaon College, University of Guwahati (Year,2008).
- ❖ HIGHER SECONDARY (12th) from Assam Higher Secondary Examination Council (Year' 2005).
- ❖ SECONDARY (10th) from Delhi Public School, CBSE (Year' 2003).

PROFESSIONAL EXPERIENCE

- **Working with M/S DP Ahuja & Co; Kolkata from 04th October-2021 to Till date as Process Executive**
- **Responsibilities includes:**
 - ❖ Filing patent applications before the Indian Patent Office, USPTO or the WIPO in a timely manner to meet deadlines. Preparing forms for filing patent applications and international applications under the Patent Cooperation Treaty (PCT) in India and in the U.S.
 - ❖ Maintaining and managing the company's intellectual property client docket. Communicating with international clients and foreign law firms.
 - ❖ Develop and streamline internal patent administration tasks and procedures. Maintaining and updating client files.
 - ❖ Tracking upcoming deadlines and notifying the team and the clients of upcoming deadlines. Following up on the status of applications filed with the patent offices.
 - ❖ Reviewing documents received from various patent offices, notifying clients of the same, filing responses if necessary, and updating the intellectual property client docket.
 - ❖ Preparing various documents and forms such as Power of attorney, Oath or Declaration and other patent related form.
 - ❖ Handling Patent drafting and filing in India (including national phase applications), PCT applications, and across the globe
 - ❖ Assist in department/company projects, as needed, Provide feedback about the customer's experience
- **Worked with M/s. Power Management Systems, Kolkata from December 2019 till September-2021 as HR Executive.**
- **Responsibilities includes:**
 - ❖ Assist and support administrative staff in their day to day operations.
 - ❖ Assist and coordinate with sales and marketing teams.
 - ❖ Conduct marketing research, document and report to the marketing department.
 - ❖ Support sales staff in handling and documenting customer accounts.
 - ❖ Perform competitor product analysis and prepare reports.
 - ❖ Prepare and reconcile customer balances.
 - ❖ Assist inventory controlling staff in maintaining inventory records.
 - ❖ Assist front office staff in maintaining the office premises clean
 - ❖ Assist front office in preparing, scheduling and organizing meetings, events and appointments.

➤ Worked with M/s Shree IT Solutions Pvt. Ltd., Gurgaon from May' 2016 to June' 2017 as Sales Coordinator.

➤ **Responsibilities includes:-**

- ❖ The responsibility to ensure effective coordination of an organization's sales activities, including the organization's sales strategies, sales representatives, and advertising strategies in order to meet the needs of customers.
- ❖ Involves in attending to queries and inquiries that may be raised by potential customers.
- ❖ Prepares reports on sales based on the product line, and sales representatives.
- ❖ Works with the technical department to answer to any inquiry that may be made by sales representatives and/or customers.
- ❖ Contact with the customer regarding the feedback of the product supplied and the service being offered.

➤ Worked with M/s Liberty Shoes Limited, Gurgaon from Nov 2015 to April' 2016 as HR Coordinator.

➤ **Responsibilities includes:-**

- ❖ Review and select resumes during hiring processes and update database
- ❖ Maintain the work structure by updating job requirements and job descriptions for all positions
- ❖ Organize hard and soft copies of employee records
- ❖ Assist in the coordination of staffing and recruitment processes.
- ❖ After the selection of the candidate, does the verification of the documents as well as completes the joining formalities.
- ❖ Arrange seminars, workshops, and conferences based on each department's needs.

➤ Worked with M/s Usha Group of Companies, Kolkata as well in New Delhi from March 2012 to October 2015 as Office Assistant.

➤ **Responsibilities includes:-**

- ❖ In responsibilities to quest to maintain office efficiency.
- ❖ Coordinators of sales team by generating the inquiry to quotation as per the need of the customer.
- ❖ Follow up with the customer regarding the Quotation send as well as the payment.

Internship Experiences:

- ❖ July 2011 to February 2012 in SUNRISE REALDEV PVT LTD as an Office Executive in Kolkata.
- ❖ May 2008 to June 2009 in SAN-TOSH INFRASTRUCTURE PVT LTD as an Office Executive-cum – Coordinator in Kolkata.

COMPUTER PROFICIENCY

- ❖ Conversant in Window Operating System, MS-Office, Internet and other Operating Software

PERSONAL INFORMATION

Husband's Name : Niladri Shekhar Mitra
 Date of Birth : 03rd Nov'1986
 Present address: : 57 Adarsha Pally, D. P. Nagar, Belgharia, Kolkata-700056. West Bengal .India
 Gender : Female

Date:

Place: Kolkata

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 (Signature)