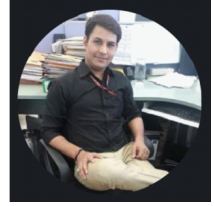


CURRICULUM VITAE

SANDEEP KUMAR
10-516-B, L-I, Budh Bazar,
Sangam Vihar,
New Delhi-110 080
Mobile No.- 7982240858
E-Mail :- sandykumar0942@gmail.com



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: 15 years.

Working in **Dodd & Co.** for December 2022 to till now.

worked with **K&S Partners** a leading law firm in India as a trade marks secretary from July, 2008 to till November 2022.

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

PERSONAL INFORMATION

- | | | |
|------------------|---|-----------------------|
| ➤ 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)