

VIJAY KUMAR
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Objective: To get affiliated as Paralegal with a firm that provides opportunities to use my inbuilt abilities to advance the business objectives of the firm and obtain my personal career goals.

Technical Skills: Good knowledge of MS Word, MS Excel, Access and Power point, Editing in PDF, Tally ERP 9 (GST, TDS), Busy software, Basic photoshop.

Professional Qualification: Complete Account Assistant Course Using Tally Certified By NIIT, Completed E-Accounting Diploma from Modi Training Institute (Tally Academy), Have Done Basic Computer Course From PCI.

ACADEMIC QUALIFICATIONS AND ACHIEVEMENTS

B.COM- UNIVERSITY OF DELHI (SOL) - 2019 – 2021.

XII - CENTRAL BOARD OF SECONDARY EDUCATION (DELHI) - 2017 – 2018 – 7.6 CGPA

X - CENTRAL BOARD OF SECONDARY EDUCATION (DELHI) - 2015 – 2016 – 7.6 CGPA

INTERNSHIP EXPERIENCE:

PARA LEGAL

VOHRA & VOHRA IP ATTORNEYS, JANGPURA EXTENSION (1st December 2021- Present)

Responsibilities

- Making invoice, Journal check, E-filing of Examination Report, Public Search, Preparing Trademark applications for filing at the Registry, E-filing of Trademark Application. Handling flow of operations in the court system, supporting attorneys to prepare documents pertinent to oppositions, E-filing of Notice of Opposition, Counter statement, Rule-45, Rule-46 and Rule-47 Affidavit, Form TM-M, sign and payment. Detailed Reporting, Response to office action, Docketing, Client Correspondence, Client reminders and correction of legal documents, maintaining deadline for Prosecution and Litigation matters update time to time, maintaining diaries for deadlines/due dates, Physical and digitized maintenance of files for Litigation and Prosecution and matters, Preparing excel sheets and other miscellaneous tasks.

BACK OFFICE EXECUTIVE

BRYN Construction Company, ASHRAM (1st March 2020- 31st Oct 2021)

Responsibilities

- Making of Tax Invoice and Uploading at Site, maintaining day to day activities that include working on tenders/quotations, Fulfilling HR admin duties like Leave/ Attendance/Salary/Issuing Letters Front Office Management, Receiving & making calls, sending/receiving Couriers and Meeting Room Management.

OFFICE COORDINATOR

Godrej Service Centre, ASHRAM (1st January 2019 – 28th February 2020)

Responsibilities

- Resolving Customer complaints and Queries from online platforms like Onsitego, 24x7 etc. Correspondence to the customers and vendors, Making & receiving calls, coordination between sales & service team.

Activities/ Interests: Playing Games, Spending Time with Family and Friends.

Personal Skills: Quick learner, dependable, willing to learn & taking new responsibilities.