



SUSHIL KUMAR CHAUDHARY

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B-76, Gali No. 3, Sindhu Farm Road, Meethapur Extension, Badarpur
New Delhi - 110044

8 September 2023

Rahul Bagga

Founder and Managing Partner
14/3, Mathura Rd, Sector 31,
Near NHPC Metro Station Faridabad,
Delhi NCR India 121003
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info@aumirah.com

Mr. Bagga,

I am interested in the Trademark Paralegal position as advertised in the 'Linkedin' by your organization. The requirements closely match my educational background and past experience. Hereby, I have enclosed my resume to provide detailed information on my qualifications and skills for your review.

Throughout my past professional career, I have undertaken various important responsibilities with utmost sincerity. I have learnt Filing Fresh Application, Address and Name Change, Assignment Change, Checking Cause List on daily basis, Maintain file records and follow ups and Assists with advocates.

With an urge to work both independently and well, in a team; I am positioned to exceed your expectations. I would look forward to get an opportunity to meet with you to discuss my candidacy in more details. I thank you very much for your time and consideration.

Yours sincerely,

Sushil Kumar Chaudhary

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OBJECTIVE

To obtain a position of Secretary cum stenographer in a well established organization where I can work in competitive and challenging environment, so as to contribute to best of my ability towards the growth of the organization

EXPERIENCE

1/08/2021 - 1/04/2022

Executive Assistant cum Stenographer

Rural Electrification Company (under Ministry of Power)

- Taking Dictations
- Prepare Meeting Notice
- Maintain file records
- Draft letters and paragraphs
- Typing Documents and miscellaneous work

01/05/2022 - 15/01/2023

Secretary cum Stenographer

Ansal Housing Limited

- Check cause list and case status
- Taking dictations
- Follow ups with advocates regarding different cases
- Tracking next date of hearing and update diary
- Typing documents & formatting letters plaint affidavit

16/01/2023 - till date

Secretary

Subramaniam and Associates

- taking dictations
- Check cause list and case status
- Maintain file records
- Filing TM-A, TM-P, TM-M and others forms
- Invocing
- Filling Examination Report and written statement.
- Checking mails

EDUCATION

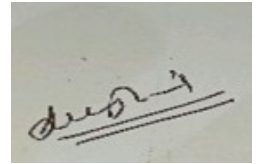
- **Shyam Lal College (University of Delhi)**
2018
B.A
61.47%
- **S.R.S.D Sen. Sec. School**
2015
12th
69 %
- **S.R.S.D Sen. Sec. School**
2013
10th
58.9 %

SKILLS

- English shorthand @ 90 wpm
- Typing @45 wpm
- MS Word Ms Excel

REFERENCE

- **Manohar Jha - Ministry of External Affairs**
Personal Secretary
9555477785

A photograph of a handwritten signature in black ink on a light-colored surface. The signature is written in a cursive style and is underlined with two parallel lines.

SUSHIL KUMAR CHAUDHARY