

CURRICULUM-VITAE

APPLICATION FOR THE POST OF PARALEGAL (PATENT)//EXECUTIVE ASSISTANT /STENOGRAPHER

SANJAY SINGH

H. No. 417 (Near M.R. Jain Public School)

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BASIC INTRODUCTION ABOUT JOB PROFILE:

- Strong in MS Office (Especially MS-Word, MS-Excel & Power point)
- Excellent interpersonal and organizational skills.
- Excellent verbal & written communication skills.
- Demonstrate customer-focused approach.
- Able to multi-task and work independently.
- Quick learner and willing to expand capabilities as required.
- Ability to perform under pressure.
- Experience on handling confidential documents for Director, taking dictation knowledge of shorthand (1 year Diploma in Office Mgmt. & Secretarial Practice from Directorate of General Employment and Training, Ministry of Labour, (Govt. of India) Mohd. Rafi Marg, New Delhi-110001.

JOB RESPONSIBILITIES – PARALEGAL (PATENT)
1. Update client Instruction – Written Submission / Formals / Response
2. Follow up Deadlines – Client’s / IPO
3. Making Draft Response
4. Written submission
5. Filing Response
6. Receiving Client instruction for Abandonment / Formal documents and making draft reply to client.
7. Preparing and sending Abandonment Letter, if required
8. Sending reminders to client for Response / Written submission, Formals, before due dates
9. Preparing and filing SPA – and Hearing attending confirmation and reporting to Client as well as IPO
10. Filing Form 4 for extension, sending to client reminding new dates of filing of FER Response and follow-up instructions before due dates.

11. Completion of file's documents (hard copies) for attending hearing with marking flags and hand hover to concerned
12. Generating Tax Invoice according to client instructions and due dates, sending to draft email with attaching signed invoice (US/INR/EURO).
13. Updating files with debit note and client instructions
14. Follow up short reporting
15. MISC (Preparing and Filing) – Form – 1, 2, 3, 4, 5, 6, 13, 18, Form-30 (8.2), Verifications, Assignments, Notarized Assignments/Verifications, POA, SPA, GPA, Petitions, Hearing Adjournment etc.

KEY COMPETENCIES:

- Verbal and written communication skills, Attention to detail, Confidentiality, Planning and organizing, Time management, Interpersonal skills, Customer-service orientation, Initiative, Reliability

JOB HANDLED:

- Reporting First Examination Reports (FER) and Hearing Notice to clients after issuance form the IPO.
- Review First Examination Reports (FER) and providing draft response, based on the objections raised by the Controller.
- Review Hearing Notice and providing draft of hearing submissions, based on the objections raised by the Controller.
- Filing cash / non-cash documents / forms like Petition, Extension to FER, Hearing Adjournment, Form-1 (proof of rights (u/s 7(2))), form-3, Form-6, Form-13, Form-26, Form-30 (sec-8.1 and 8.2) and all formals etc.
- Sending reminder to clients for instructions.
- Sending reporting to clients' as well as Controllers for filing written submissions, extensions, adjournments etc.
- Making tax invoice.

ADDITIONS:

- Self-correspondence, Dictation Work, Letter Drafting, Attending Phone Calls. Preparation of MIS, Preparing Invoices, Follow up Due Payments, Sending Payment Reminders as well as Business Reminders, Systematic filling arrangement, day to day official work assigned by the Senior Officials.

EXTRA INITIATIVES:

- Provide emergency phone numbers/phones card/ Map etc. in co-ordination with facilities.

EXPERIENCES:

- Presently working as a Paralegal to Senior Associates at Khurana & Khurana, Advocates and IP Attorneys, at S-387, Panchseel Park, New Delhi from July 2023 to till date.
- Five years working as a Paralegal (Patent) to Senior Associates at Anand And Anand Advocates, First Channel Building Plot No. 17-A, Sector 16-A, Film City, Noida 201301 (UP) India from November, 2017 to April 2023.
- Two years of Experience as a Secretary / Office Executive to MD at ITE India Pvt. Ltd. at I-83, Lajpat Nagar-II, New Delhi-110024 from January 2016 to November 2017.
- Four years experience as a Secretary to Director of M/s MAINI SCAFFOLD SYSTEMS (MAINI GROUP OF COMPANIES), at B1 / A21, Mohan Cooperative Industrial Estate, Mathura Road, New Delhi – 110044 from Jan-2012 to October - 2015
- Four years of Experience as a Personal Assistant / Stenographer in Jaypee Group of Companies, Exploration and Production Department (E&P), at M/s Jaiprakash Associates Limited, 54-JA Annexe, 1st Floor, Basant Lok, Vasant Vihar, New Delhi – 110057 from August-2008 to Jan. 2012

THESE ARE ALL OF MY CONTRACTUAL JOBS IN GOVERNMENT ORGANISATIONS.

- One year Experience as a Stenographer in the Office of the Commissioner, Central Department of Custom & Excise, (Government of India), Shankar Chock, Gurgaon, Phase-IV, Haryana.
- One year Experience as a Stenographer in the office of Central Information Commission, (CIC), at Club Building, Old JNU Campus, New Delhi – 110016.
- One year Experience as a Stenographer on ad-hoc basis in the office of the Supdt. Of Police (A), AC-I, Central Bureau of Investigation (CBI) Head Quarter, Govt. of India, at Lodhi Road, New Delhi – 110003.
- One Year Experience as a Stenographer in Indian Institute of Technology, (IIT-Delhi), Hauz Khas, New Delhi – 110016.
- One year Experience as a LDC in the Office of Trade Marks Registry (Government of India), Okhla Industrial Estate, New Delhi – 110020.
- Six month Experience as a LDC in the office of National Council of Educational Research and Training (NCERT), Department of Education in Social Sciences and Humanities, at Sri Aurobindo Marg, New Delhi – 110016.

STENOGRAPHY:

- One year Diploma in Stenography from the Directorate of General of Employment and Training (Ministry of Labour), at Sharam Shakti Bhawan, Rafi Marge, New Delhi.
- Certificate in Typography with the Speed of 50 w.p.m. from the Directorate of General of Employment and Training (Ministry of Labour), at Sharam Shakti Bhawan, Rafi Marge, New Delhi.

DIPLOMA IN COMPUTER OPERATING SYSTEM:

- One year Diploma in Computer Operating System from Advance Computer Centre, M.B. Road, Lal Kuan, New Delhi – 110044 (Completed MS Office with Internet Knowledge).

PERSONAL DETAILS:

Father Name	-	Late Shri Jaipal Singh
Date of Birth	-	7 th March, 1979
Qualification	-	LLB (Bachelor of Laws), CCU, Meerut 2022. B.A. (Pass) from University of Delhi.
Marital Status	-	Married
Language Known	-	English, Hindi

(Sanjay Singh)