



**P. G. VENKAT**

**[Porkulam Gopalakrishnan Venkiteswaran]**

C Block, S-53/F-2, Aarohi Apartments

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Father's Name : Late Sh. P. V. G. Krishna Iyer

Mother's Name : Late Smt. A. S. Nagalakshmy

Date of Birth : 19 April 1966

Present/Permanent Address : C Block, 4/386, Vaishali, Ghaziabad 201010, Uttar Pradesh

Qualification : B. Com.

Nationality/Religion : Indian/Hindu Brahmin

Languages Known : English/Hindi/Malayalam/Tamil

Marital Status/Dependents : Married/wife & daughter

Present Job : Working in Tatva Legal New Delhi, as Assistant to Managing Partner from July 2023 onwards.

Total Experience : Above 30years

**Details of Experience:**

1. Worked with M/s. Stellar Offset Pvt. Ltd., as Office Assistant under Director for a period of 4 years (1988 to 1992).
2. Worked with M/s. JIL Plastics (Unit of Jagatjit Industries Ltd.), as PA to GM for a period of 4 years (1993 to 1997).
3. Worked with M/s. Essel Agro Ltd. (Unit of Essel Group of Industries), as PA to Sr. VP Mktg., for a period of 5 years (1998 to 2002).
4. Worked with Wipro Finance Limited, as FD Assistant for a period of 1 year 2002-2003.
5. Worked with K & S Partners for a period of 13 years. This is a full time Intellectual Property law firm and my position was Sr. Paralegal in their Patent Department (2003-2016)
6. Worked with Perfexio Legal, Noida as Paralegal for a period of 3 years [2017 to 2019]
7. Worked with Khurana & Khurana for a period of 1 year as docket assistant in their patent department [2020 to 2021]

8. Worked with Lexpert Consilium, LLP for a period of 3 months as office in charge cum paralegal in their patent department for their proposed Delhi NCR office [Oct. 2022 to Dec. 2022]

In addition to the above, I have worked with some other small companies and VIPs for short durations like leave/casual vacancies. I have worked with veteran journalist and Rajya Sabha MP Late Sh. D. N. Mishra.

I have worked at the above places as an all-rounder and therefore I have knowledge of jobs related to Accounts, Marketing, Administration, Dispatch, Stores, and General.

I hope my details are matching with your requirement.

**P. G. VENKAT**

Place : -Ghaziabad-

Date : 05-08-2023