

CURRICULAM VITAE

GITIKA KAPOOR
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OBJECTIVE

To achieve and excel more than given target with the best of my Knowledge and ability, I believe in working with Zestful delight in my job along with team work and dedication.

EDUCATION QUALIFICATION

- Pursuing Legislative Law/LLB from IIMT- INTELLECTUAL INSTITUTE OF MANAGEMENT & TECHNOLOGY COLLEGE affiliated from CCS UNIVERSITY approved by BAR COUNCIL OF INDIA.
- POST GRADUATE in Political Science from MOTILAL NEHRU COLLEGE, INDIRA GANDHI NATIONAL OPEN UNIVERSITY in 2023.
- GRADUATE in Political Science Honours(English) From UNIVERSITY OF DELHI in 2018.
- Passed 12th Senior Secondary Exam From C.B.S.E. BOARD in 2013.
- Passed 10th Secondary Exam From C.B.S.E. BOARD in 2011.

WORK EXPERIENCE

- Five year experience in **KAN AND KRISHME PATENT AND TREADMARK, LAW FIRM**
- Worked in Patent Department (Foreign Filing Department, Amendment Department, Renewal Department, , Initial Reporting Department, and Section 8(1) and (2) Department and Miscellaneous work (organized International Meetings)

and

- Worked in Trademarks department (preparing email reply and drafting reply of Examination Report, drafting forms i.e. Opposition, Counterstatement and Appeal as Senior **Patent Administrator (Senior Patent and Trademark paralegal)** from 2018 to 2023.
- Two year experienced as Tutor of subject English.
- One year experienced as Teacher of subject Computer science, shorthand & Typing.

COMPUTER SKILLS & OTHER COURSES

- Great Knowledge of Word, Power Point, Excel, HTML and Internet.
- Shorthand 8 mts @80 W.P.W in Transcription.
- Typing 45 word per minutes.

PERSONALITY PROFILE

- Good communication skills, inclination towards learning.
- Strong belief in team work.

ACHIEVEMENTS

- Get honour and achievements in Work/Meetings at Office.
- Active participant in sports at School Level.
- Participated in Cultural Events and Exhibitions in School and College.
- Participated in Debate and Speech competition (English & Hindi) at National and School level.

PERSONAL DETAILS

FATHER'S NAME	:	MR. SHAM KAPOOR
MOTHER'S NAME	:	MRS. REKHA KAPOOR
DATE OF BIRTH	:	March 29, 1996
NATIONALITY	:	Indian
MARITAL STATUS	:	Un-Married
LANGAUGE KNOWN	:	English & Hindi

DATE: 2/02/2023
Place:- New Delhi

(GITIKA KAPOOR)