

CURRICULUM-VITAE

DHEERAJ ARORA

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CAREER OBJECTIVE

- To secure a challenging positions where I can effectively contribute my skills and become an achiever by handling meaningful and creative assignments with skill and approach of dedicated professional.

WORK EXPERIENCE

- Presently working in Kan and Krishme as Trade Mark Paralegal from Nov 2012 to till date.

JOB PROFILE

Indian Trademark:-

- Filling Applications and renewals.
- Preparing drafts of documents.
- Preparing and sending emails.
- Maintain deadlines i.e. renewals hearing , oppositions etc.
- Making search reports, checking Journals.

Foreign Trademark:-

(Bangladesh, Nepal, Pakistan, Sri Lanka, Bhutan, Maldives etc.

- Sending Instructions to Foreign agents for filling Applications, renewals etc.
- Preparing order letters and sending to foreign agents.
- Sending documents to Foreign Agents for filing Applications, renewals etc.
- Maintaining deadlines i.e. renewals, hearing, oppositions.

Foreign Design :-

(Bangladesh, Nepal, Pakistan, Sri Lanka, Bhutan, Maldives etc.

- Sending Instructions to Foreign agents for filling Applications, renewals etc.
- Preparing order letters and sending to foreign agents.
- Sending documents to Foreign Agents for filing Applications, renewals etc.
- Maintaining deadlines i.e. renewals, hearing, oppositions.

Indian Patent:-

- Work under Patent Attorney.
- Preparing and drafting documents i.e. Form-3, section 8 (2), petition etc.
- Filing Form-3, Section 8 (2), Response, Hearing letter, Maintaining Deadlines.

WORK EXPERIENCE

- Previously working in VL Estate Pvt. Ltd. as Office Assistant Cum Computer Operator from Sep 2010 to Oct 2012.

JOB PROFILE

- Typing letters.
- Feeding of Vouchers (Sales, Purchase & Cash)
- Keeping record of all the Couriers/ Mails.
- Debtors follow up.

EDUCATIONAL QUALIFICATION

- 10th passed from C.B.S.E. Board.
- 12th passed from C.B.S.E. Board.
- B.A. Passed from Delhi University.

PROFESSIONAL QUALIFICATION

- Have done 6 Months “Computer Training” from Khanna Institute, New Delhi.

COMPUTER KNOWLEDGE

- Operating System.
- Window 95/98/NT, WIN-XP, 2000, 2000 server, 2000.

APPLICATION SOFTWARE

- MS- Word, MS- Excel, MS-Power Point.
- Internet Surfing.

HOBBY

- Reading, Listening Music, Internet surfing and gaining knowledge.

STRENGTH

- Comprehensive problem solving abilities, hard working, team facilitator and zeal for challenges.
- Emphasis on quality of work, Good analytical skills, Costiveness.

PERSONAL ATTRIBUTES

- Father's Name – Sh. Hargopal Arora
- Date of Birth – 09th Nov 1990
- Language know – Hindi and English
- Marital status – Single
- Nationality – Indian

DECLARATION

- I hereby declare that the all details furnished about are true to the best of my knowledge & believe.

DHEERAJ ARORA

Place: NEW DELHI