

CURRICULAM VITAE

Nidhi Chandel

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CAREER OBJECTIVE:-

To work in a reputed organization and challenging working environment, where I can enhance my skills and which allow me to utilize and refine my analytical and problem-solving skills and shapes my professional career and guides it on a progressive path.

My self:-

I am a person with positive attitude, self-confident, quick learner, who works whole-heartedly in each and every activity taken up and thereby achieves excellence. I consider myself to be a work-oriented person having assets of intellectual knowledge and a favor to do work in any atmosphere.

Experience:-

One year worked at Remfry & Sagar from January 09, 2023 to January 09, 2024

Responsibilities – Indian Patent Filing

- PCT National Phase Filing
- Convention Filing
- Provisional Filing
- Detailed Acknowledgments
- Reporting correspondence to clients
- Provisional filing to complete filing

One year worked at Mount Carmel School as a Computer Executive

PROFESSIONAL SKILLS: -

- Basic knowledge of computer (Word, Excel, Scanning, Mailing)
- Power BI (Basic knowledge)

EDUCATIONAL QUALIFICATION:-

- M.COM from “IGNOU” in 2021.
- B.COM from “Delhi University” in 2018.
- **Senior Secondary** from “CBSE” board in 2014.

- **High School** from “CBSE” board in 2012.

Hobbies & Interest:-

- Cooking

- Listening Music

PERSONAL INFORMATION:-

Date of Birth : 15/10/1996
Father's Name : Mr. Vikram Singh Chandel
Language Known : Hindi & English
Marital Status : Married

I hereby declare that the above-mentioned information is correct to the best of my knowledge & belief.

Date:

Place: New Delhi

(Nidhi Chandel)