***CURRICULUM-VIT***

**Monika**

**Address: *-*** Mehrauli, New Delhi-110030

**Contact No. :-** 9911814605

**Email :- bhanmoni94@gmail.com**

**CAREER OBJECTIVE**

* With best of my ability, hard work, skill and knowledge to associate myself with an organization that provides me an opportunity to show my techno-proficient skills. To continuously upgrade my knowledge and to be a part of team that works dynamically towards the growth of the organization.

**EDUCATIONAL QUALIFICATION**

* Completed High School from CBSE Board
* Completed Inter From CBSE Board
* Completed gradation from Delhi University
* MBA in human resources management from Amity University, Noida.
* Pursuing LLB, from Indcare College of Law, Greater Noida.

**EXTRA QUALIFICATION**

* 6 Months Diploma in computer basic course from Veg Institute, from Mehrauli, New Delhi.
* NPTT course from Vag Infotech Pvt. Ltd, from South-X part-1, New Delhi.

 **WORKING EXPERIENCE**

* One Year worked as customer care executive in Job consultancy, Mehrauli, New Delhi. (2012-2013)
* Two Year Experience as a Teacher in I.G. Delhi Public School, Mehrauli, New Delhi. (2013-2015)
* Three Years, 6 Months Experience in S.S. Rana Law firm as a Trademark Paralegal, Adhchini, Delhi (2015 -2019)
* 6 month experience in Lakshmi Kumaran & Shridharan firm as a Trademark Paralegal Jangpura, Delhi ( 2019)
* 3 months experience in India International House limited as a export executive, Malviya Nagar, Delhi.
* Four months experience in Kairali Ayurvedic Products pvt ltd as a business development executive, Andheria mor, Delhi
* Currently working in AnovIP as Senior Trademark paralegal, (Client communication) Green Park, Delhi.(From June, 2023)

**PROFESSIONAL SKILLS**

* Knowledge of Computer : All type of Data Work (i.e Sanction /Release, Letter, Noting and Drafting)
* Other Work: Files Scanning, Photocopy, Maintained Diary/Dispatch. File Movement register of the concerned division where I have posted.
* Prepared & filed trademark applications, Filed office actions, Conducted Preliminary knock-out searches, Reviewed and electronically file assignments, mergers, changes of name, changes of address, division of application, mergers, filing renewal, review petition, Opposition filing, Design Filing, Deed of Assignment, Copyright Filing.
* Maintained a computerized docket though Web TM system and billing system.
* Maintained Hearing notice, refused order, registration certificate, renewal due records, Examination Report, Provisional Refusal, Opposition all type of notices, Assignment and any amendments Emails reporting.
* Emails reporting for clients regarding Opposition, Trademark, Fresh queries, Design.

**PERSONAL PROFILE**

Name : Monika

Father’s Name. : Mr. Suraj Bhan

Date of Birth : 09/04/1988

Gender : Female

Marital Status : Single

Hobbies : Net Surfing and Listening to Music

Language Known : Hindi & English

Strengths : Perseverance, Punctuality & Patience

**DECLARATION**

I, hereby, declare that all the information provided above is correct up to my knowledge, and I will be completely responsible for any discrepancy.

Date ……………….Place ……………… **(Monika)**