

# GURPREET SINGH

Legal Secretarial

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## Work Experience

### Remfry & Sagar

*Legal Secretarial*

**Apr 2022 – Present**

*Gurugram, Haryana*

- Prepared **patent forms** for filing **PCT** National Phase, **Conventional**, **Provisional**, and First Filing **Complete Application**.
- Submitted forms on **IP India Portal** (Form 1, Form 2 + C.S., Form 3, Form 5, Form 9, Form 18, Form 26, Form 28).
- Prepared **summary for Complete Specification**.
- Assisted in preparation of **Drawings**.
- Compiled **Patentability Search Report**, incorporating **bibliographic details** for relevant prior arts.
- Crafted **detailed acknowledgments** for clients, specifying **filing due dates**, **docket dates**, and **deadlines** for various documents.
- Filing of **Proof of Right** document, **Power of Authority** document, translation of priority documents/**DAS** code, claims amendments, Request for Examination (**RFE**).
- Collaborated closely with attorneys to **draft and proofread legal documents**, ensuring accuracy, consistency, and adherence to **formatting and citation guidelines**.
- Facilitated seamless communication within the firm and with clients through proficient **use of emails**.
- Demonstrated adaptability and resourcefulness in a fast-paced legal environment, **efficiently handling multiple tasks** and shifting priorities to **meet deadlines** and client needs.

## Education

### Diploma in Electrical Engineering

*Lord Krishna Polytechnic College*

**Aug 2018 – Jul 2021**

*Kapurthala, Punjab*

### XII

*Govt Senior Secondary Smart School*

**Apr 2017 – Mar 2018**

*Amritsar, Punjab*

## Technical Skills

- |            |                  |              |                   |
|------------|------------------|--------------|-------------------|
| • MS Word  | • MS Outlook     | • Nitro Pro  | • MS Office Suite |
| • MS Excel | • Acrobat Reader | • Windows 10 | • Typing - 50 wpm |

## Hobbies & Interests

- |         |              |           |
|---------|--------------|-----------|
| • Music | • Travelling | • Dancing |
|---------|--------------|-----------|

## Skills

- Proficient in Hindi, English and Punjabi
- Team layer
- Dedicated and strong work ethics