

PRASHANT VASHISHT
CORRESPONDENCE ADDRESS

Prashant Vashisht
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OBJECTIVE

Looking ahead and work in challenging environment which offers ample of opportunities to learn in an organization which is present and serve upgrade my skills and knowledge.

PERSONAL PROFILE

As a sincere and hardworking person who has dedicated and willing to walk the extra mile to achieve excellence and having a positive attitude towards life. An open attitude towards learning to achieve my career objectives.

ACADEMIC QUALIFICATION

- Passed Matriculation from CBSE Delhi in the year 2002
- Passed 10+2 from CBSE Board, Delhi in the year 2004
- Graduate in Commerce stream from Delhi University in 2009

TECHNICAL QUALIFICATION

- Certificate in Steno English From ITI of Khichripur :- Shorthand speed - 80 wpm Typing speed 60 to 70.
- Tally 9
- MS Excel and MS Word

COMPUTER LITERACY

- Software MS - Office
- Others Fundamental of Basic & Internet

WORKING EXPERIENCE

- Worked as a stenographer cum computer operator with M/s Satish Aggarwal & Associates from April 2007 to June 2013.
- Working as a stenographer with M/s Rahul Aggarwal & Associates from 2013 to 2015.
- Worked with **M/s THE ACME COMPANY** [TRADEMARK ATTORNEY] attorney for the period from April 2015 to December 2018.
- Worked with Ms Anand & Anand Advocates, Noida Associate concern of **The Acme company** as a Trademark Paralegal from December 2018 to December 2020
- Worked as a Trademark Paralegal with Zeus IP Advocates LLP from June 2021 to November 2021
- Working with M/s Rahul Chaudhry & Partners from December 2021 to March 2024.
- Working with M/s Mirandah Asia India from March 2024 to till date.

RESPONSIBILITIES AND DUTIES

1. Taking dictations in shorthand and typing ie., emails and letters.
2. Filing reply to examination reports, reporting for issue of examination report.
3. Letters of withdrawals filing
4. Hearing reporting to client
5. Reporting for acceptance, publication and registrations of trademarks
6. Renewal filing of trademarks
7. Notice of Oppositions filing alongwith preparation of covering letters
8. Counter Statements filing alongwith Evidence reporting
9. Drafting and filing of Evidence under Rule 45, 46 & 47 alongwith preparation of covering letters and Annexures.
10. Reporting of abandonment orders
11. Deadlines tracking of renewals and sending reminders to clients.
12. Invoice/billing sending to Clients

HOBBIES

- Reading books & newspapers
- Listening light music
- Traveling & Playing games

STRENGTH

- Ability to get with different kinds of people
- Self confidence, team work and punctuality
- Clear optimistic and positive attitude towards life.

PERSONAL DETAILS

Name	Prashant Vashisht
Father's name	Late Sh. Keshwa Nand Sharma
Date of birth	31/01/1987
Sex	Male
Marital status	Married
Category	General
Nationality	Indian
Religion	Hindu
Language known	English & Hindi

The above particulars are true and correct to the best of my knowledge and belief. Nothing has been concealed therein.

Place Delhi

[Prashant Vashisht]

Date: