#  SEEMA SINGH

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# OBJECTIVE

To obtain a position where I can maximize my multifaceted management skills and where I can effectively utilize my expertise in human relations. To be in a position where I can use my strong organizational skills, educational background, and ability to work well with people.

# SUMMARY

* Abilities in handling multiple priorities, with a bias for action and a genuine interest.

# EDUCATION STATUS/QUALIFICATION

* Passed Bachelor of Arts from Himalayan University, Dehradun, 2011
* 12th from Open University, Dehradun in 2008
* 10th Open University, Dehradun in 2006 with

# EXPERIENCE

Working as a Secretary (Trademark Dept) with Remfry & Sagar (IPR firm) from December 2017 till date Worked as an Sales Representative in Real Estate Firm in Dehradun for 3 year.

Worked as a Receptionist in Domestic BPO for 2 years.

Worked as Computer Operator for 3 years

# JOB DESCRIPTION (CURRENT JOB) INTERNATIONAL

 Trademark filing, obtaining costs quotes from foreign associates (including sub-continent) and making cost comparison sheets, providing costs to clients.

 International filing through agents for Indian clients.

Reviewing and forwarding Registration Certificates & Renewal Certificates. Attending renewals (through foreign associates)

Reviewing and reporting provisional refusals from WIPO, filing Reponses thereto (through foreign associates) Maintaining portfolio clients, maintaining database, status tracker, deadlines.

# INDIA

 Drafting and Reporting of examination reports/official actions/ IRDIs, preparing and filing Responses (Indian prosecution).

 Reporting searches, acceptance letters, reviewing and reporting Advertisement Clipping and Registration Certificates.

 Preparing Hearing sets, hearing intimation, reporting hearing outcome, attending client status queries /bulk status, seeking extension and preparing Investigation report

Oracle & IRIS entries including creating debit notes.

Well versed knowledge of Trade Marks Registry E-filing portal.

# OPPOSITION (INDIA)

Drafting and filing of Notice of Opposition

Drafting Counter Statement

Drafting and filing of Evidence of Opposition & rely on facts letter etc. Seeking extension

# IT SKILLS

Well versed with Windows XP and MS Office, Word, Excel and Power Point. Typing speed 40-45 W.P.M.

Oracle & IRIS entries including creating debit notes.

Well versed knowledge of Trade Marks Registry E-filing portal

Proficient with all other Internet Applications.

**QUALIFICATION (COMPUTER)**

 1 year Computer Application course..

# PERSONAL DETAILS

**Date of Birth**: 6th November, 1990 **Languages Known:** English, Hindi

**Marital Status: Unmarried**

# DECLARATION

I hereby declare that the information furnished herein above is true and correct to the best of my knowledge and belief.

# Name Date of submitting

**Seema Singh \_ 2024**