

# **CURRICULUM VITÆ**

**SONU KUMAR**

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H.No. B-110, BHARAT VIHAR, KAKROLA  
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## **OBJECTIVE:-**

I want to join an established, progressive and professionally in a managed organization which can provide adequate opportunities and environment to draw upon my knowledge and clear strength to mutual benefit of the organization.

## **ACADEMIC QUALIFICATION:-**

- B.A Passed from IGNOU.
- 12<sup>th</sup> Passed from CBSE Board.
- 10<sup>th</sup> Passed from CBSE Board.

## **PROFESSIONAL QUALIFICATION :**

- Basic Knowledge of Computer.
- MS EXCEL, MS WORD

## **WORK EXPERIENCE:-**

- 6 Years' Experience in Trade Mark Registry as a Data Entry Operator, Scanning Documents Uploading, Dispatch Notice.
- 1 Years' Experience in Madams & Co. Law Firm.
- Online Filling, Evidence Letter Rule-45,46,47 Counter Approval Mail.
- Journal Printout, Journal Cutting Printing Sent to Client.
- Scanning File, Documents, Evidence and Abandoned Files
- Files Ready for Drafting and Hearing, Files Punching
- Printout of Annexure put in the Files.
- File List Update and Maintain
- Evidence List
- Hearing List

## **STRENGTH :**

- Hardworking
- Team Work
- Positive Attitude.

### PERSONAL DETAILS :

- Date of Birth : 01/07/1986
- Father's Name : Late. Nanak Ram
- Language Known : Hindi & English
- Marital Status : Married
- Nationality : Indian
- Religion : Hindu
- Hobbie : Reading Book & Playing Cricket

Place: New Delhi

Date : .....

**Sonu Kumar**