

## CURRICULUM VITAE

**RAMESH CHANDRA SWAIN**

NOIDA, Uttar Pradesh

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### CAREER OBJECTIVE

I believe in my background, which makes significant contribution to our organization.

### EDUCATIONAL QUALIFICATION

- **MDCA** (Master Diploma in Computer Application) [2013] with aggregate of 85% from SCEL, Bengaluru.
- Successfully completed **SMART PROFESSIONAL-MIS** course (Subjects: Office Automation, Financial Analysis using MS Excel, Work with Presentation Software, Data Management using MS Access, Tally, Web Productivity Tools) with grade\* of CREDIT from Aptech, Bengaluru.
- **+2** (CHSE-Odisha) [2006] with aggregate of 58% from Paradip Port College.
- **10<sup>th</sup>** (BSE-Odisha) [2003] with aggregate of 40.93% from Panchayat High School.

### COMPUTER / SOFTWARE SKILLS

- Operating System: - Windows XP, 7, 10 & 11, Mac OS X, Linux (Ubuntu).
- MS Tool: - MS Word, Excel, Power Point, Outlook (MS Office 2003 to 2021 & Office 365), Advanced Excel.
- Internet Technology: - Google Search, E-mailing, Chatting, Surfing etc.
- Also, very good knowledge in Photo, Audio and Video editing.

### WORK EXPERIENCE

❖ **Working as a Paralegal (Trademark) at SUJATA CHAUDHRI IP ATTORNEYS**  
from 27<sup>th</sup> May 2024 to till date.

#### RESPONSIBILITIES

- ✓ Preparing and filing trademark applications (including TM-A, TM-M, TM-O, TM-P, TM-R and Miscellaneous Reply) with national and international trademark offices, ensuring compliance with all rules and regulations.
- ✓ Act as a liaison between attorneys and clients, providing updates on application statuses, deadlines, and other trademark-related matters.
- ✓ Prepare and send client correspondence regarding trademark issues.
- ✓ Maintain and manage trademark portfolios for clients, including keeping track of renewals, assignments, and records.
- ✓ Update and manage trademark databases and ensure accurate record-keeping.
- ✓ Handle administrative tasks such as invoicing, billing, and maintaining organized physical and electronic files. Ensure compliance with firm policies and procedures.

❖ **Worked as IP-Coordinator (Intellectual Property Coordinator) at Fox Mandal & Associates from May 2018 to July 2023.**

**RESPONSIBILITIES**

- ✓ Filing of New Patent, Trademark and Design Application.
- ✓ Maintain all Soft copy and Hard copy of all Documents.
- ✓ Tracking of all Patent, Trademark and Design Application.
- ✓ Handling All Incoming and outgoing couriers. Send Documents to all IP Offices.
- ✓ Patent filings, paying annuity fees, working statements, requesting for certified copies etc., at Indian patent office.
- ✓ Get all POA, Affidavit, Deeds, Agreements, Assignments and all official letters franking, E-Stamping and Notary done.
- ✓ Preparing all kind of official forms of Patent, Trademark, Design and Copy Right to file in IPO Website.
- ✓ Preparing all kind of cover letter for sending documents to IPO, Client and Foreign Associates.
- ✓ Adding all new filed applications details to patent and trademark database or checking and updating the details according to the application status.
- ✓ Maintain Office library and ensure the quantity of Books, Bare act and its well assignment.

❖ **Worked as DEC (Data Entry Consultant) at ArisGlobal Software Pvt Ltd. through Arris Technologies from June 2017 to April 2018.**

**RESPONSIBILITIES**

- ✓ Maintaining CMDB files as per VMWare and VMWare Updating.
- ✓ Creating CMDB Files of AWS.
- ✓ Checking IP Address, Public IP, Host, CPU version, RAM, Storage of users (Customers) in Virtual Machine.
- ✓ Adding or Updating annotation in dedicated data center.
- ✓ In agCloud modifying the data & arranging data in proper format in excel.
- ✓ Edit all the client data base files as per VMWare.
- ✓ Find the duplicate IP Address, Customer name and combine to one.
- ✓ Preparing monthly billing breakdown and graphs. Handling All BU Invoices.

**Worked as DEO (Data Entry Operator) at Nukart Digital Solutions Pvt Ltd. from November 2016 to June 2017.**

**RESPONSIBILITIES**

- ✓ Maintaining Retailer Info, Price list and Product Entry in Google Spread Sheet.
- ✓ Maintaining Subscription form of all Retailers.
- ✓ Worked as team lead and perform general data entry using Ms Excel & Word.
- ✓ Checking the work of other data entry worked operators.
- ✓ Skilled in product image download, crop, resize, maintain aspect ratio and upload to website.
- ✓ According to Marketing Executive Data we search Retailer Address, Contact No, Mail Id, Latitude and Longitude and add all the details to our Portal.
- ✓ Involved in creating daily, weekly, quarterly, half yearly and yearly reports.

❖ **Worked as DEO (Data Entry Operator) at IBM India Pvt Ltd, C/o DHL Supply Chain India Pvt Ltd. through Viskaan Associates from May 2014 to Mar 2016.**

**RESPONSIBILITIES**

- ✓ Receiving & Sending Couriers. Handling Escalation calls from all over country.
- ✓ Data Entry, Reports of escalations and Reporting.
- ✓ Preparing PR (Payment Request) for all vendors. Resolving the issues escalated by customer.
- ✓ Clearing all octroi payments of vendor. Preparing invoices through Oracle.
- ✓ Receiving the materials according to Po, INVIOCE & verifying the physical quantity.

❖ **Worked as Access Control Executive at IBM India Pvt Ltd, C/o DHL Supply Chain India Pvt. Ltd. through Viskaan Associates from October 2012 to April 2014.**

**RESPONSIBILITIES**

- ✓ Issuing & Receipt of keys including Strong Room & Access cards.
- ✓ Reviewing and Maintaining of various electronic security systems (CCTV, DVR, Intruder Alarm, Fire Extinguisher, Cameras and Emergency exit doors. etc.)
- ✓ Maintaining of registers (Visitors, Access log & key control register etc...)
- ✓ Preparing monthly report and sending to IBM.
- ✓ Maintaining of Staff & Sub Staff Attendance.

❖ **Worked as Front Office Executive at Adidas Group from August 2010 to September 2012.**

**RESPONSIBILITIES**

- ✓ Maintain visitor's entry/exit records, issue visitors pass.
- ✓ Connect visitors/customers/ prospective customers arriving with appointment with the respective employee at the facility.
- ✓ Answer all incoming calls and redirect them or keep messages.
- ✓ Maintaining office documentation, Material inward and outward entry.
- ✓ Maintaining Attendance; Leave records, Checking of Expenses of employees.

**INTEREST & HOBBIES**

- Traveling new Places, Dancing.
- Reading News Paper, Watching News on TV.
- Watching YouTube for technical updates.

**STRENGTH**

- Hardworking, Confidence. Concentration in my job, Punctual.
- Positive attitude and Good understanding.
- Capacity to work efficiently even under stress. Quick learner.

**PERSONAL PROFILE**

Name	:	Ramesh Chandra Swain
Nationality/Religion	:	Indian/Hinduism
Gender	:	Male
Linguistic proficiency	:	English, Hindi, Odia & Kannada

**DECLARATION**

I, do hereby solemnly declare that the above information is true & best of my Knowledge. In case, if anything found wrong & fraudulence at any stage, I am ready to accept any sort of punishment move from you now/in future.

**Place: - Noida**

**Date: -**

**(Ramesh Chandra Swain)**