

## RESUME

**Name:** Anurag Kumar

**Address:** B-471 Gharoli Dairy Farm, Mayur Vihar 3, New Delhi -110096

**E Mail ID:** [ak9856603@gmail.com](mailto:ak9856603@gmail.com)

**Contact Number:** 9315252724

### EDUCATIONAL QUALIFICATION

<u>QUALIFICATION</u>	<u>SCHOOL / COLLEGE</u>	<u>BOARD /UNIVERSITY</u>	<u>YEAR OF PASSING</u>
TRAVEL & TOURISM MANAGEMENT	AIR FORCE VOCATIONAL COLLEGE	AIR FORCE VOCATIONAL COLLEGE	2017
B.A.	S.G.N.D. KHALSA COLLEGE	UNIVERSITY OF DELHI	2016
SSCE	SAHODAY SCHOOL	CBSE BOARD	2011
SSSE	SAHODAY SCHOOL	CBSE BOARD	2008

### COMPETENCY

- Quick Learner, enthusiastic, Hardworking.
- Ability to cooperate with a team and work with them with coordination to achieve our goal of success.

### HOBBIES

Singing, travelling.

## **EXPERIENCE**

<b><u>WORKED / WORKING AS</u></b>	<b><u>COMPANY</u></b>	<b><u>ADDRESS</u></b>	<b><u>WORKED/WORKING FROM</u></b>	<b><u>TILL</u></b>
Senior patent analyst (patent paralegal)	Clarivate Analytics Private limited	Embassy oxygen business park, sector - 144 greater Noida	09 September 2024	Still working
Patent Support Executive	Lakshmi Kumaran & Sridharan	Safdarjung enclave, new Delhi	11 February 2021	05 September 2024
Executive	Rn industries	Mayur vihar 2, new Delhi	01 April 2017	05 January 2021

### **Full Description about the patent support executive role at Lakshmi Kumaran & Sridharan**

1. As a docketer my role is to docket the cases like PCT National face, convention, non-convention.
2. I update all the entries for all the form like form 26, GPOA, Form 1, 2, 3, 4, 6, 8, 9, 13, 18, 30- miscellaneous.
3. I have adequate knowledge about the patent field and even though I am still learning about this wide field.

### **Full Description about the Senior Patent analyst role at Clariavte Analytics Private Limited**

1. As a paralegal my work is to prepare acknowledgement report for the client
2. To prepare instructions for the agent.
3. Mail correspondence.
4. Generating POAs for the applicants
5. Preparing IP dossier for the client.
6. To follow up the client as well as the agent for getting outstanding required document or information.

**BASIC INFORMATION**

**Father's Name:** Purshottam Lal

**Mother's Name:** Asha Devi

**Date of Birth:** 10 July 1993

**Gender:** Male

**Nationality:** Indian

**Religion:** Sanatan

**Marital Status:** Un-Married

**Language Known:** Hindi, and English

**Home Town:** Pauri Garhwal, Uttarakhand

**DECLARATION**

I do hear by confirmation that the information provided above is true to the best of my knowledge and belief.

**Date :** \_\_\_\_\_

**ANURAGKUMAR**

**Place:** \_\_\_\_\_

**(REGARDS)**