

CURRICULAM VITAE

GITIKKA KAPOOR
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OBJECTIVE

To achieve and excel more than given target with the best of my Knowledge and ability, I believe in working with Zestful delight in my job along with team work and dedication.

EDUCATION QUALIFICATION

- Pursuing Legislative LAW/LLB from IIMT- INTELLECTUAL INSTITUTE OF MANAGEMENT & TECHNOLOGY COLLEGE affiliated from CCS UNIVERSITY approved by BAR COUNCIL OF INDIA.
- POST GRADUATE in Political Science from MOTILAL NEHRU COLLEGE, INDIRA GANDHI NATIONAL OPEN UNIVERSITY in 2023.
- GRADUATE in Political Science Honours(English) From UNIVERSITY OF DELHI in 2018.
- Passed 12th Senior Secondary Exam From C.B.S.E. BOARD in 2013.
- Passed 10th Secondary Exam From C.B.S.E. BOARD in 2011.

WORK EXPERIENCE

- **Five year experience in KAN AND KRISHME PATENT AND TREADMARK, LAW FIRM**
- Worked in Patent Department (Foreign Filing Department, Amendment Department, Renewal Department, Initial Reporting Department, and Section 8(1) and (2) Department, Docketing and Miscellaneous work (organized International Meetings INTA, AAPA) and send invitation emails to our clients. And
- Worked in Trademarks department (preparing email reply and drafting Reply of Examination Report, drafting forms i.e. Opposition, Counterstatement and Appeal as Senior **Patent Administrator (Senior Patent and Trademarks paralegal)** from 2018 to 2023.

- Two year experienced as Tutor of subject English.
- One year experienced as Teacher of subject Computer science, shorthand & Typing.

COMPUTER SKILLS & OTHER COURSES

- Computer diploma course certificate from RK COMPUTER AND TECHNOLOGY INSTITUTE. Having great Knowledge of MS Word; MS Excel; Power Point; HTML; and Internet.
- Regular Shorthand practice speed of 80mts @80 W.P.W in Transcription.
- Regular Typing practice speed of 45 word per minutes.

PERSONALITY PROFILE

- Good communication skills, inclination towards learning.
- Strong belief in team work.

ACHIEVEMENTS

- Get honour and achievements in Work/Meetings at Office.
- Active participant in sports at School Level.
- Participated in Cultural Events and Exhibitions in School and College.
- Participated in Debate and Speech competition (English & Hindi) at National and School level.

PERSONAL DETAILS

FATHER'S NAME	:	MR. SHAM KAPOOR
MOTHER'S NAME	:	MRS. REKHA KAPOOR
DATE OF BIRTH	:	March 29, 1996
NATIONALITY	:	Indian
LANGAUGE KNOWN	:	English & Hindi

DATE: / /2025

Place:- New Delhi

(GITIKKA KAPOOR)