

TAPOSI MITRA

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PROFESSIONAL SUMMARY

To obtain a position where my organizational and interpersonal skills can be utilized to make a significant contribution as a team member.

SKILLS

Professional Skills:

- Problem Solving
- Adaptability
- Collaboration
- Strong Work Ethic
- Time Management
- Critical Thinking
- Handling Pressure
- Leadership

Technical Skills:

- MS Office (Word, Excel and Power Point).
- Internet Application.
- Maintaining and Updating Database.

WORK HISTORY

PATENT PARALEGAL

S. Majumdar & Co. | Kolkata, WB

February, 2014 to Present

- New Patent Application Filing – National Phase, Convention, Divisional and Ordinary Applications.
- After filing submission – Form 1; POA: RFE, Section 8(1) & 8(2) docs, Priority document with translation etc.
- Prosecution - Filing of response to the FER, written submission and any other further submission as required
- Other Forms – Form 13, Form 6, Form 16, Form 29, Form 8, Form 9, Form 8A, Form 25 etc.
- Client Communication – All kind of client communications like reporting of submission of any documents; reply to query mail, reminders, follow-up for documents, sending invoice, transfer related mails etc.
- Patent Office Communication – For any kind of follow-up, raising tickets in portal etc.
- Maintaining internal database and follow up the deadlines.
- Foreign Patent filing (PCT)
- Opposition related work when required
- Other miscellaneous work like prepare affidavits/assignments, arranging team meetings etc.

SENIOR EXECUTIVE (TEAM LEAD)

Swastik Business Analytics | Kolkata, West Bengal

May, 2013 to January, 2014

- Reporting to management.
- Reporting to management for daily progress of the assigned jobs.
- Monthly planning and status discussion with management to track the progress of the project
- Managing team activities, tracking leaves of the team members and looking into the work life balance of the team members and managing team building activities.
- Working as the only bridge between Management, Client and Team.
- Risk management is done by predicting issues with deliverables minutely and planning accordingly.
- Preparing project cost of the team, allocating works to team members on the basis of project dead line.
- Doing Web Research (collecting data & financial information about a company from different search engines like Google, from Hoovers, Bloomberg etc, company's financial report)
- Doing Logical & Detailed QC of work done by team members & also preparing the final delivery file.
- Collecting financial information for different travel companies (Airlines, Hotels etc) from "EDGAR" and from specific company websites, from different business portals

OPERATIONS EXECUTIVE.

MakeMyTrip.com, Gurgaon

April, 2012 to April, 2013

- Doing competitive analysis (Market Research) of Car Rental Product price of MMT with the other competitor in the market & prepare reports in excel to understand the company position & also in which field we need to improve from product end.
- Doing NPS feedback (Primary Research) analysis & prepare report with the help of Pivot Table, also try to resolve the issues which are complained by customers (called them personally & try to understand the issue)
- Doing the secondary research to understand customer requirement, current market condition etc.
- Doing the quality calls to the customers to understand about the product from customer point of view & also implements these to remove gaps.
- Create vendor dashboard & give proper download to them about the operational process.
- Handling vendors through calls, mails to maintain the quality.
- Checking daily sales report in Navision & analyses the performance & maintain MIS.

SENIOR PROCESS EXECUTIVE

Swastik Business Analytics | Kolkata, WB

May, 2010 to January, 2012

RELATIONSHIP MANAGER

Nirmal Bang Securities | Kolkata, WB

February, 2010 to April, 2010

RELATIONSHIP MANAGER

India Infoline | Kolkata, WB

July, 2009 to September, 2009

EDUCATION

Master in Business Administration (MBA)

Pailan College of Management & Technology, (W.B.U.T), Kolkata, WB

- Passed with 69% marks, specializing in Marketing & Finance

Bachelor of Science |

Gokhale Memorial Girls' College, Kolkata, Kolkata, WB

- Completed graduation, major in mathematics with 63% marks.

Higher Secondary | Science

Shibpur Hindu Girls' High School, Howrah, WB

- Passed Higher Secondary with 64% marks in science stream from WBCHSE.

Secondary (Madhyamik) |

Shibpur Hindu Girls' High School, Howrah, WB

- Passed Secondary (Madhyamik) with 72% from WBBSE.

PROJECTS:

Project	Purpose
Financial Data Mining	To capture data from EDGAR filing for different companies in a spreadsheet and make detailed analysis of financial data.
Research for Europe's Online Brokerage Companies	Doing web research, collect financial & general information about online trading companies and prepare company profile
Floris	Doing research and make a list of Pharmacy/Food Supplements/Cosmetics/Derma/Dental Care/ OTC companies of Germany & Italy as Client want to enter into business collaboration with companies based in these two countries in above mentioned industries. And also prepare Web Research Report according to client's specific format.
Private Equity Analysis of USA Market	To analyzes the assets allocation and investment pattern especially in Private Equity by different boards and trustees of USA Government. Specially return on private equity, private equity allocation etc.
Awareness & Interest of People in Equity Market	To know how many people specially from middle class, know about equity market and also those who have idea about this market are they interested for invest in market or not, or else they think investment in equity market is risky.

AWARDS AND ACHIEVMENTS

- Singing (Performing as a Junior Artist in All India Radio, Kolkata)

- Participate in various inter school & college singing competition

INTERESTS

Singing and listening to good music, Interacting with People, reading story books, internet surfing and having good foods.

PERSONAL INFORMATION

- Date of Birth: 5th April, 1986
- Nationality: Indian
- Sex: Female
- Marital Status: Married
- Language's known: English, Hindi and Bengali
- Notice Period: 2 Months

DECLARATION: I hereby declare that the information furnished above by me is correct to the best of my knowledge.

Date: 14.04.2025

Place: - Garia (Kol)

Taposi Mitra