

RESUME

ANURAG KUMAR	B-655 3 rd Floor Near Sunrise Play School Safeda Park GHAROLI DAIRY FARM MAYUR VIHAR PHASE 3 New Delhi -110096 Delhi AK9856603@gmail.com +91-9315252724
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CAREER OBJECTIVE

Seeking a challenging position to utilize my skills and abilities that offer professional growth while being resourceful, innovative and flexible.

PROFESSIONAL EXPERTISE/SKILLS:

- To satisfy the administration with my skills and hard work.
- Good Communication skills to independently handle with clients.
- Handling situations with cool temperament ▪ Skilled worker, Good Planner and Executive.
- Committed and honest towards work.

ACADEMIC 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

BASIC SOFTWARE SKILLS

- Microsoft Word, Microsoft Excel, Microsoft Power Point and Adobe Acrobat.

WORK EXPERIENCE

<u>Worked / Working As</u>	<u>Company</u>	<u>Address</u>	<u>Worked/working from</u>	<u>Till</u>
Senior IP Admin Analyst (patent paralegal)	Clarivate Analytics Private Limited	Embassy oxygen business park, sector - 144 greater Noida	09 September 2024	28 March 2025
Patent Support Executive	Lakshmi Kumaran & Sridharan Attorneys	Safdarjung Enclave, New Delhi	11 February 2021	05 September 2024
Executive	RN Industries	Mayur Vihar 2, New Delhi	01 April 2017	05 January 2021

- **Clarivate Analytics Private Limited**

Senior IP Admin Analyst | September 09, 2024 – Current

- As a paralegal my work is to prepare acknowledgement report for the client worldwide.
- To prepare instructions for the agents present worldwide.
- This role was dedicated for getting entry in to the national phase.
- E-Mail correspondence.
- Generating POAs for the applicants.
- Preparing IP dossier for the client.
- Preparation and reporting of invoices.
- Handing client communication and queries.

- **Lakshmi Kumaran & Sridharan Attorneys**

Patent Support executive | February 11, 2021 – September 05, 2024

- As a docketer my role is to docket the cases like PCT National face, convention, non- convention.
- I used to update all the entries for all the form like form 26, GPOA, Form 1, 2, 3, 4, 9, 13, 18, 26, 29, 30-miscellaneous.
- I have adequate knowledge about the patent field and even though I am still learning about this wide field.

- **RN INDUSTRIES**

Executive | April 2017 – January 2021

- The role was to manage the data of all the employees.

BASIC INFORMATION

Father's Name: Purshottam Lal

Mother's Name: Asha Devi

Date of Birth: 10 July 1993

Gender: Male

Nationality: Indian

Religion: Hindu

Marital Status: Un-Married

Language Known: Hindi, and English

Home Town: Pauri Garhwal, Uttarakhand

DECLARATION

I do hereby confirm that the information provided above is true to the best of my knowledge and belief.

Date:

Place:

(Anurag Kumar)