

BABLI RAWAT

Address:

Babli Rawat
14/462,
Dr Ambedkar Nagar, Sector 5,
Dakshin Puri, N.D-110062

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About Me

Experienced Paralegal successful at prioritising a diverse range of tasks and balancing the demands of multiple Indian Patent attorneys. Motivated to continually improve and extend personal skills and knowledge to attain increased responsibility and opportunities for professional growth in patent prosecution(Indian and Foreign).

Academia

MA (Political Science) from IGNOU.

BA from Delhi University in 2009- 2012

10 + 2 from C.B.S.E.Board of Intermediate Education Delhi in 2009

10th from C.B.S.E.Board of Secondary Education New Delhi in 2007

Experience

Company Name- **Amit Joshi & Associates.**

Profile - **Computer Operator**

June 2012-May 2014

- Sending Mails
- Writing letters and scanning documents.
- Maintaining Bills in Excel
- Maintains Audit Reports.
- Searching on internet.

-Maintains Balance Sheet.

Working as a Computer Operator with CPWD ECD-3, CGO Complex, Lodhi Road (From 11 April 2016 to 31 July 2018)

Technical Qualification

One year diploma in Computer Application (D.P) from New Capital College (NCC) Institute, Yusuf saria.

Computer Skills

- Self-motivated
- Proficient in MS Office
- Typing Speed in English and Hindi

Personal Details:

Date of Birth:	24-Oct-1990
Gender:	Female
Husband's Name:	Anoop Singh
Nationality:	Indian
Marital Status:	Married