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| **Santhosh**  Dubai, UAE | Email : [santhosh.162552@2freemail.com](mailto:santhosh.162552@2freemail.com)  **Date of Birth : 30- 05- 1974** |  |

At present working as an **IP Assistant** with **M/s. Abu Ghazaleh Intellectual Property (TMP Agents), Dubai, UAE**

**Job Profile**

Full responsibility of searches carried out in UAE which includes, checking conflict of interest, record the information in Job register, WIPS (an internal system which is controlled by the head office) preparing the reports and send to the client.   
  
Handle the technical queries.

Acknowledge filing instructions; manage the work until the submission of the mark at the trademark office including conflict check and replies to the clients in respect of their queries related to the trademark registration.

Supervise the proposal & invoice department. Keep a database of all the clients, their offers, correspondence etc...

Follow up with the clients in respect of the proposals sent to them as well a follow-up with the search reports that sent to the client in respect of filing the trademark.

Reporting to the Department Head.

### Previous Experience

**EIPR ( India) Ltd. (** An ISO 9001-2000 & IS 9001-2000 certified Company)

**(Manager – Administration & Operations)**

(A Company into the business of enforcement of Intellectual Property Rights)

**Period 2003 – 2006**

Contact and meet the clients in India & abroad as and when required. Give instructions to the Office staffs & Field staffs working in administration & Operation departments. Coordinate with the regional offices, public relation & Media people, Collect the information from regional offices, Check & Correct the investigation & raid reports prepared by juniors staff.

Single contact person for **Tata Motors Ltd., Lucas TVS, Canon Incorporation, Louis Vuitton, Daimler Chrysler, Castrol India Ltd.**

Performs a variety of administrative functions, Including typing and word processing of general correspondence, Investigation Reports and presentations; Compiling information for reports, presentations etc. Follow up of the investigations,

Maintaining all computers in the office keep the records of all office equipments, Maintenance of annual contracts, Keep the records of all company assets, Purchase material required to the office.

Contact different consulates & Embassies, Liasoning with the government bodies like BEST, BMC, MTNL, Labour Office, etc.

Supervise HR related matters and act according to the instructions given by the Directors.

**Reporting directly to the Chairman & Managing Director.**

### Agrimpex India Pvt. Ltd., Nariman Point , Mumbai

###### Admin. Officer 1999 – 2003

( An Import firm of Agricultural Products)

Performs a variety of administrative assistant functions including typing and word processing of general correspondence, reports and presentations; Contact the clients as and when required. Compiling information for reports, presentations, etc. Maintaining office files; maintaining appointment and travel schedules. Follow up with buyer for L/C opening and amendments. Maintaining all office requirements and performing other clerical duties.

Act upon the instructions of the Managing Director.

**Education**

* B.A. [Economics]
  + (Calicut University, Kerala)
* Post Graduate Diploma in Computer Application
  + (L.N.C.A. – A Government Recognised Institution, Kerala)

##### Post Graduate Diploma in Personal Management (HRD)

##### (K.C. College of Management studies, Mumbai)

##### WIPO DL 101(General Course on Intellectual Property)

##### WIPO DL 201 (Advanced Course on Copyright and Related Rights)

##### Pursuing Master in Business Laws from National Law School of India University

##### Skills

* MS Word , MS Excel, Power point, Photo Editor, Photoshop
* Good knowledge about trademark, patent, copyright registration and enforcement.

##### Languages Known

* English,
* Hindi,
* Malayalam,
* Marathi
* Tamil

##### Additional Skills

* Good Typing Speed (60 WPM)
* Good knowledge about ISO certification procedures.
* Can solve minor problems of the computers, printers & networking.
* Having UAE Driving License

**Passport Details**

Place of issue: Thane

Date of Issue: 30/11/2004

Date of Expiry: 29/11/2014