

N Naveen Kumar

Executive Secretary

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EXPERIENCE

K&S Partners Intellectual Property (Patent, Design, Sales) **Hyderabad Executive Secretary**

July 2019 - January 2020

- Maintain the executive's calendar and fix appointments, board meetings, conferences according to timezone.
- Preparing invoices and cost estimates.
- Answering queries from customers.
- Reporting discrepancies and problems to the supervisor.
- Giving advice and guidance on product selection to customers.
- Preparing and managing correspondence, reports and documents.
- Organizing & coordinating meetings and conferences.
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Make travel arrangements for executives.
- Conduct research and prepare presentations or reports as assigned.
- Created and maintained calendars for attorneys with important deadlines and due dates.
- Acted as liaison between attorneys, clients, World Trade locations, and consulting law firms.
- Timely preparation of and protection of detailed legal and technical documents, including patent applications, amendments, and various Office Actions for filing in the Indian Patent, Trademark, Design Office IPO, USPTO, ARIPO, EPO, CNIPA, GPO (DPMA), etc.
- Maintained and supervised IP docket, filing status, and prosecution calendar for attorneys' case load.

Ramoji Group of Companies – (EENADU PUBLICATION PVT. LTD.) **— Executive Secretary to DIRECTOR & NATIONAL SALES HEAD**

March 2019 - June 2019

- Maintain the executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attend meetings and keep minutes.
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Make travel arrangements for executives.
- Handle confidential documents ensuring they remain secure.
- Prepare invoices or financial statements and provide assistance in bookkeeping.
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders.

SKILLS

Calendar management

Discretion and
trustworthiness.

Flexibility and adaptability

The ability to multitask

Handling Communications

Client relations

Event planning

Prepare reports (Patent)

Shorthand (Pitman)

Freelance for foreign
companies

LANGUAGES

English

Hindi

Telugu

Tamil

- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Conduct research and prepare presentations or reports as assigned.

EVEREST LAW FIRM, Hyderabad —

Personal Assistant To Managing Director

October 2016 – February 2019

- Acting as a first point of contact: dealing with correspondence and phone calls.
- Managing diaries and organising meetings and appointments, often controlling access to the manager/executive.
- Taking dictation, drafting letters, emails correspondence
- Managing Executive's calendar.
- Preparing minutes of meeting.
- Taking care of maintenance and distribution of documents.
- Making & updating management information system reports.
- Preparing and managing correspondence, reports and documents.
- Organizing & coordinating meetings and conferences.

EDUCATION

Dr. B. R. Ambedkar Open University, Hyderabad, Telangana State — Master of Science in Psychology (*awaiting for results*)

Dr. B. R. Ambedkar Open University, Hyderabad, Telangana State — Bachelor of Arts (Economics)

June 2014 - July 2017

PERSONAL DETAILS

Date of Birth: 30th November 1993

Marital Status: Un-Married

Nationality: Indian

Father Name: N Satyanarayana

APPLICATIONS USED

Citrix for Invoicing

MS Office and “back-office” software e.g. ERP (Workflow Management Software)

MS Office, MS Outlook

Access to Encrypted Communications

Skype for Business

HOBBIES

Caricature

Painting

DECLARATION : I hereby inform you that the above mentioned details are true and fair.

Place: Hyderabad

Date:

(N Naveen Kumar)