

Sevan Kurumlian

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PERSONAL INFORMATION

Nationality: Lebanese

Place and Date of Birth: Beirut. October 27, 1993

Marital Status: Engaged

Address: Nazaret Seferian Building, Trad Street, Bourj Hammoud, Beirut, Lebanon

ACADEMIC PREPARATION

2017 BA in Business Administration (GPA 4.0) – Arts, Science & Technology University (AUL)

2011 Lebanese Baccalaureate in General Sciences – Mesrobian High School

PROFESSIONAL EXPERIENCE

Cashier at BHV City Mall – from January 2012 to August 2012

Cashier at Dar El Beik – from September 2012 to November 2012

Data entry operator at Saba Intellectual Property – from December 2012 to May 2016

- Entry of data and client's information to the system
- Searching for client's trademarks
- Entry of trademark's description and detailed report

- Copying information from the gazette and importing the same to the system

Data quality controller at Saba Intellectual Property – from June 2016 to September 2017

- Uploading and checking the gazettes
- Controlling the data entered by the data entry team and correcting the mistakes
- Reviewing the gazette after correction
- Sending the data entered to the system to the client on time
- Helping the team with the quality control and finding the information needed on the internet

IP Assistant in the Operations at Saba Intellectual Property – from October 2017 to Present

- Managing the client's portfolio each as per its requirements and demands
- Handling a trademark from filing until its registration is completed in several major and neighboring jurisdictions
- Handling the trademarks' renewals and recordals i.e. change of name, change of address, assignment, merger, license...
- Conducting a trademark search and preparing full report and advice
- Keeping records for trademark renewal deadlines and sending renewal reminders to the clients on due time
- Preparing and sending certificates to the clients
- Handling quotations with the clients' projects
- Issuing invoices and proforma invoices
- Dealing with office actions, provisional refusals and court cases
- Replying to the clients' day-to-day inquiries by phone or e-mail
- Delivering the project before the deadline
- Going through the unpaid bills and collecting the same

LANGUAGES

Arabic – Fluent

Armenian – Fluent

English – Fluent

French – Average

Computer Skills: Internet Browsing, Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook

N.B. 1 to 2 months notice period to be given before leaving the current work