**RUMA GUHA**  
Narendrapur Station Road

Shibtala

South 24 Parganas

Contact No.: 9831447152 / 9330965652  
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**ACADEMIC QUALIFICATION**  
Arts  Graduate.

Cleared CU BALLB Entrance Exam this year.

**PROFESSIONAL QUALIFICATION**  
One year diploma course in DTP.

**EXPERIENCE**

Worked as a DTP Operator for 6-7 years in typing centers, cybercafe, press, newspaper

& ad agency.

*Nature of Work: Bengali and English Type setting.*

Worked in a BPO (Veridian Solutions) as a DTP Operator from February 2006 to

July 2010.

*Nature of Work: Preparing advertisement for the products of various departmental stores of USA.*

Worked in Wipro BPO as a process associate from December 2015 to June 2016.

*Nature of Work: Trainee in Technical Chat process.*

Worked in a legal firm as a legal report typist for one year.

Worked in a District Court as a Computer Typist for typing legal matter for two and a half years.

Doing DTP job at home from 2010 to till date.

**PERSONAL DETAILS**  
Guardian: Self  
Date of Birth: 22.4.72  
Marital Status: Unmarried  
Nationality: Indian

ID Proof: Aadhaar Card, Pan Card

Date: Ruma Guha