

RUMA GUHA

Narendrapur Station Road
Shibtala
South 24 Parganas
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ACADEMIC QUALIFICATION

Arts Graduate.
Pursuing 5 yrs. LLB degree course in Calcutta University.

PROFESSIONAL QUALIFICATION

One year diploma course in DTP.

EXPERIENCE**Legal Work**

Worked in a legal firm for two years.
Typing of property related legal matter.

Worked in a court for three years.
Drafting of deeds, agreement and typing of various legal matter.

Previous 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.

Doing DTP and legal matter typing job at home from 2010 to till date.

PERSONAL DETAILS

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

Date: 15.01.2024

Ruma Guha