## **SANDIP J. DUTT**

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| CAREER OBJECTIVE |

To utilize my skills coupled with sound service orientation towards a challenging career in a growth oriented and leading edge organization that recognizes and values individual contribution and which will provide opportunities for contributing growth and advancement.

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| STRENGTHS |

Creative, Innovative Ideas, Convincing ability, Hard Working

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| DETAILS | |
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| ADDRESS | Se. 6, Block No 200,  Chankyapuri Soc, Ghatlodia,  Ahmadabad 61. |
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| E-MAIL | [**duttsandip2005@gmail.com**](mailto:duttsandip2005@gmail.com)**,** [**sandipjdutt@gmail.com**](mailto:sandipjdutt@gmail.com) |
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| DATE OF BIRTH | 25th JULY, 1986 |
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| HOBBIES | Music, Traveling & Reading |
| EDUCATION **Computer Knowledge** | |  |  |  | | --- | --- | --- | | **No** | **Exam. Passed** | **BOARD/ UNI** | | **1** | **S.S.C** | **GSEB** | | **2** | **H.S.C.** | **GHSEB** | | **3** | **B.COM** | **G.U.** |   MS Office, Tally & Photoshop |
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| SKILLS | * High Energy Levels and Excellent Interpersonal skills. * Medium Marketing Skills. * Art to get work done by other co related departments. * Honest, Enthusiastic, Punctual and ready to work. * Knowledge of Pc Formatting and software installation for window. |
| **EXPERIENCE**  **JOB PROFILE** | * Continue working in Income Tax Department as Back Office Executive (Computer Work) through Diversified Services. * Working in First Flight Courier Ltd. As Operation Executive for 1 year. * Worked in Lincoln Pharmaceuticals Ltd, as Back Office Executive Ahmedabad for 1 year 7 Months. * Worked in Search Web World.biz as Data Entry Operator for 1 year 6 Months. * During this tenure successfully accomplish the responsibility assign to me in the following areas: * Managing the Order Given by the Party & Maintain that by Company Software. * Day to Day Order Processing of National Projects, Invoicing of the dispatches on day to day basis. * Calculation stock for handling by manually & software wise & dispatch to the party. * Co- ordination for the dispatches from all the Order on daily basis. * Responsible for reporting for all data to head in charge using lotus-nodes clients |
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**Yours faithfully,**

**Sandip J. Dutt**