**ARUN KUMAR DUTT,**

**138, HOUSINGBOARD COLONY,**

**JHARSA ROAD,GANPATI ENCLAVE,**

**GURGAON-122001(HARYANA).**

**MOB.8802616751,8375007545**

**Mail ID: mysorrow@rediffmail.com**

**MAIL ID. [mynamei](mailto:mynamei)sdutt@yahoo.com**

**R E S U M E**

**POST APPLIED FOR COMPUTER OPERATOR**

1. **Name : Arun Kumar Dutt**
2. **Father’s Name : Late Sh. Om Parkash Dutt**
3. **Date of Birth : 01.01.1948**
4. **Mobile No. : 8700396048, 8802616751, 8375007545**
5. **Qualification : Passed B.A. Final from Punjab University,Chandigarh in**

**1974 in English, Hindi and History subjects.**

1. **Language Known : English, Hindi and Punjabi**
2. **Computer faculty : M.S. Office (Word, Excel), Scanning, fax and e-mail, Internet.**
3. **Typing Speed on Computer: 50 w.p.m. in English**

**40 w.p.m. in Hindi**

1. **Experience : TOTAL: 26 YRS. (1) Worked as typist in a commercial firm namely; M/s.**

**Indian Glass Agency, 1103, Paiwalan, Delhi-6 from**

**13.07.1978 to 21.07.1997.**

**Job handled: Business correspondence, filing, fax, dispatch and all types of typing work.**

**(2) Worked as typist in a manufacturing industry namely; M/s. Imperial Malts Limited, Ghasola (Gurgaon) from 10.09.1998 to 09.09.2000.**

**Job handled: Business correspondence, filing, fax, dispatch and all types of typing work.**

**(3) Worked as an Office Astt. in a manufacturing industry namely; M/s.Bawa Masala Co., Lawrence Road, Dellhi from 29.09.2000 to 07.02.2002.**

**Job handled: Business correspondence, filing, fax, dispatch and all types of typing work in computer.**

**(4) Worked as an Office Astt./Computer Operator in an Educational concern namely; Institute of Technology and Management, Gurgaon from 01.02.2005 to 19.07.2005 19.07.2005.**

**Job handled: Attached with Faculty Members for doing the correspondence, to collect the assignments from students and to keep their records properly in the computer, filing, fax, dispatch and all types of typing work in computer.**

**(5) Worked as Computer Operator/Office Astt. in Manufacturing Industry namely; M/s. Xena Fluid System Private Limited, Plot No.51, Sector-18, Gurgaon from 01.08.2007 to 30.05.2013.**

**Job handled: Business correspondence, e-mail Tendering, Billing, filing, fax, scanning, dispatch and all types of typing work in computer.**

**(6) Worked as Office Secretary in an Educational concern namely; Institute of Town Planners India, New Delhi from 26.05.2014 to 15.11.2014.**

**Job handled: Attached with Faculty Members for doing the correspondence, to collect the assignments from students and to keep their records properly on the computer, filing, fax, dispatch and all types of typing work in computer.**

**(ARUN KUMAR DUTT)**

**Since 2014, I have been working as Data Entry work on contract base at home.**