

CURRICULUM VITAE

Suman Das

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Objective

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

Personal Qualities

- Highly motivated and eager to learn newthings.
- Strong motivational and leadershipskills.
- Ability to produce best result in pressuresituation.
- Excellent communication skills in written and verbalboth.
- Ability to work as individual as well as ingroup.

Academics

- Passed Higher Secondary in the year 2015 fromW.B.C.H.S.E.
- Passed Madhyamik Examination in the year 2013, fromW.B.B.S.E.

Work Experience

- I have 6 month Work Experience of the G.P Office in a Data entry Operator.

IT Exposure

- Computer application software.
- Fluency in MS Word, MS PowerPoint, MS Excel and MSAccess
- Platform – windows 7, windows 8, windows10

Personal details

- FathersName : NareshDas
- Gender : Male
- Dateof Birth : 16th Sep,1996
- LanguageKnown: Bengali, Hindi, English
- Nationality : Indian
- MaritalStatus : Un-Married

Personal abilities

- Keen to fulfillcommitments.
- Communicate well withpeople.
- Hard working. Self-Confident to meet any challenge. Havingwillof Competent to do hard labor. Optimistic innature.

Declaration: I do hereby declare that all the information about me are true to the best of my knowledge and belief.

Date:
Place:

Suman Das.