

# - RESUME -



**AVIJIT  
BISWAS**

] 9330197181

✉ [avjtzz009@gmail.com](mailto:avjtzz009@gmail.com)

## ► Career Objective

To get an opportunity where I can make the Best of my potential and contribute to the Organization's growth.

## ► Skills

- ◆ Knowledge of MS Office.
- ◆ Advance Excel.
- ◆ Learned "DEO" course from *ICA*, under PMKVY.
- ◆ Accuracy and Attention to detail.
- ◆ Communication & Dealing with people.
- ◆ Responsible.
- ◆ Teamwork & Leadership.
- ◆ Relationship Builder.
- ◆ Always ready to learn new skills.
- ◆ Basic knowledge of video, audio & photo Editing.

I hereby declare that above information given by me is correct on behalf of my best knowledge.

Place:

Date:

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## Education ◀◀

- Madhyamik (WBBSE)  
2015, Grade- A
- Higher Secondary (WBCHSE)  
2015-2017, Grade- A
- B.A in Bengali (NSOU)  
2017-2020, Grade- A

## Work Experience ◀◀

- ▲ **Iron Mountain Ltd.**  
[06/01/2019 – 06/05/2019]
  - Data Entry Operator-  
>Manage company's excel data sheet,  
Validation & Quality Check of Scanned Image.
- ▲ **Flipkart**  
[14/08/2020 – 20/12/2020]
  - >Worked as a Senior Assistant.
- ▲ **SV Ltd.**  
[15/01/2021 – 15/01/2023]
  - Independent Business Associate-  
>Communicate & dealing with people,  
manage Marketing & Sales.

## Personal Details ◀◀

- ▶ **Language Known-** Ban, Hin, Eng [F/F/Int].
- ▶ **Address-** Uttarpara, Hooghly, W.B, India.
- ▶ **D.O.B-** 29-05-1999
- ▶ **Father's Name-** Gopal Biswas.
- ▶ **Hobby-** Love to play football.