

Arun Nath

“ A self-aware and result oriented B.Com graduate fresher with good knowledge in computer softwares. Seeking opportunities in the field of Office Operation Department.”

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Akra Jagannath Nagar,
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VOLUNTEER EXPERIENCE

National Cadet Corps, Fort William – Certificate “ B & C”

Grade- “A” (In both certificate examinations)

Here I've Learned about,

- ❖ Unity And Discipline,
- ❖ Team Work,
- ❖ Social Awareness ,
- ❖ Time Management,
- ❖ Life Skills.

EDUCATION

Budge Budge College, Budge Budge — B.Com (H)

JULY,2019 - MARCH ,2022

Overall Grade - “A”

Academic Marks - 7.45 CGPA

Nangi High School, Nangi — WBCHSE (12th)- (Commerce)

2019

Overall Grade - “A”

Academic Marks - 71%

Akra Saktigarh Rabindra Vidyapith, Rabindra Nagar - WBBSE (10th)

2017

Overall Grade - “A”

Academic Marks - 60%

PROJECTS

- ❖ E-Filing of Income Tax Return.
- ❖ Internal Control System of a Security Company.

SOFT SKILLS

- ❖ Quick Learner
- ❖ Time management
- ❖ Detail Oriented
- ❖ Loyal & Trustworthy
- ❖ Passionate
- ❖ Committed
- ❖ Focused

HARD SKILLS

- ❖ MS Office Softwares
- ❖ Tally with ERP
- ❖ Business Accounting
- ❖ Internet & E-mail
- ❖ Ecommerce
- ❖ Mcommerce

ADDITIONAL ACHIEVEMENTS

- ❖ Got a chance to represent my Unit in the Inter Battalion Tug Of War Competition in CATC KB-3 , Achieved 2nd place in that competition.
- ❖ Got Best Senior and Camp Conductor Award by Unit OC in CATC KB-3.

LANGUAGES KNOWN

Bengali, Hindi, English.

