



PRIYANKA DUTTA

CAREER OBJECTIVE

I am hardworking Professional with creativity, to Pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

EDUCATIONAL QUALIFICATION

- MADHYAMIK – W.B.B.S.E | YEAR: 2012 | MARKS: 53.71%
- HIGHER SECONDARY - W.B.C.H.S.E | YEAR: 2014 | MARKS: 64.8%
- GRADUATION – BURDWAN UNIVERSITY |YEAR :2017 | MARKS: 53%
- MASTER DEGREE - BURDWAN UNIVERSITY |YEAR :2019 | MARKS: 62.5%

PROFESSIONAL QUALIFICATION

- GRADUATE DEPLOMA IN COMPUTER APPLICATION
- ADVANCE EXCEL & GOOGLE SHEET FROM TALENT HUB TRAINING INSTITUTE
- DATA ENTRY OPERATOR WITH THE INTRODUCTION OF DTP COURSE FROM UTKARSH BANGLA TRAINING INSTITUTE (PBSSD), GOVT. OF W.B.

WORK EXPERIENCE

- WORKED AS A TEACHER AT VIVEKANANDA VIDYAPITH SCHOOL FROM 2020 TO 2022
- WORKED AS AN ASSOCIATE AT AN AADHAAR AND PAN CARD CENTER IN 2023.
- WORK AS A KYC VERIFIER AND SCREEN CREDIT CARD APPLICATIONS WHILE MAINTAINING DAILY MIS AT CHOUDHARY ADVISORY SERVICES PRIVATE LIMITED, (HDFC BANK LTD.) FROM 2024 TO 2025
- CURRENTLY WORK AS AN ASSOCIATE AT S.V. LIMITED.

PERSONAL QUALITIES

- Highly motivated and eager to learn new things.
- Excellent communication skills in both written and verbal formats.

I hereby declare that all the above-mentioned facts and figures are true to the best of my knowledge

PROFILE

PRIYANKA DUTTA
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CONTACT

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HOBBIES

- Traveling
- Listening to Music
- Singing
- Photo & Video Editing

SKILLS

- MS Office (Word, Excel, Power point)
- Advance Excel (Pivot Table, VLOOKUP, If formula, Advance filter, Data Validation, etc.)
- Google Sheet
- Basic Photoshop

Date:

Place: Mogra

Priyanka Dutta

Signature