

# RESUME



## DEEPJYOTI DEKA

### Permanent Address:

S/O- Dilip Deka

Vill /Town-Dakhingaon, Kahilipara

P.O. - Kahilipara

P.S -Dispur

Dist- Kamrup Metro, Assam- 781019

Contact no. +91 6901744996

E-mail ID- [dekadeep384@gmail.com](mailto:dekadeep384@gmail.com)

### OBJECTIVE:

Motivated 12th pass (Arts) candidate with certifications in Smart Commerce (APLL) and Banking Fundamentals (Standard Chartered).

### STRENGTH

- Passion for hard work, perfection and success.
- Quick learner and open to new ideas
- Down to earth practical person with lots of confidence and positive attitude towards life.
- Easily mix-up with people.

### EDUCATIONAL QUALIFICATION

EXAMINATION	BOARD / UNIVERSITY	EDUCATIONAL INSTITUTIONS	YEAR OF PASSING	PERCENTAGE
HSLC	SEBA	Shankardev Sishu Niketan	2018	53%
H.S.	AHSEC	Regants Academy of North East	2021	61%

### OTHER QUALIFICATION

- Computer Diploma (6 Months)
- Business Correspondent and Business Facilitator. (6 Months)
- Computer: MS Office (Word, Excel, PowerPoint), Email, Internet browsing
- Accounting: Basic Tally, GST knowledge
- Communication: Fluent in English, Hindi, Assamese
- Customer service and problem-solving
- Quick learner and hardworking

## Professional Certifications

- Smart Commerce Program — APLL (Skill India, NSDC) Topics: Accounting basics, Tally ERP, GST, Business Communication, E-commerce
- Banking Fundamentals Course — Standard Chartered Bank Topics: Banking basics, KYC, Customer Service, Digital Banking

## HOBBIES

- Listening to music.
- Watching Movies.
- Travelling.

## LANGUAGES KNOWN:

- Assamese
- Hindi
- English

## PERSONAL PROFILE

Fathers Name	:	<b>Dilip Deka</b>
Date of Birth	:	08/08/2001
Religion	:	Hinduism
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Unmarried
Caste	:	OBC
Present Address	:	DO

## DECLARATION

*I hereby declare that the mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.*

**Date:**

**Place:**

**Signature**