

SUMAN KUMAR MANDAL

Expert Typist & Graphic Designer

CONTACT

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PROFILE SUMMARY

A highly skilled and detail-oriented typist with one year experience in remote work. Proficient in delivering accurate and timely typing projects, with a strong focus on deadlines. Also skilled in graphic design.

EDUCATION

HIGHER SECONDARY

2022-2024

GHATAL VIDYASAGAR HIGH
SCHOOL, PURBA MEDINIPUR,
WEST BENGAL

WORK EXPERIENCE

- Freelance Specialist (Remote) | 2023 - Present
- Typing & Data Management:
- Successfully Completed over 22+ projects with high accuracy and 100% client satisfaction.
- Maintained a typing speed of 35-40 WPM while ensuring 92% accuracy in data entry tasks.
- Transcribed and digitized handwritten manuscripts and scanned documents into professional MS Word/Excel formats.
- Graphic Design & Visuals:
- Designed professional logos, social media banners, and marketing materials using Adobe Photoshop and Illustrator.
- Managed document layout design and formatting to meet client-specific branding requirements.
- Ensured timely delivery of all projects while maintaining clear and professional communication with clients.

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Communication
- Continuous Learning

Home office setup

- Reliable computer setup
- stable high-speed internet connection, suitable for remote work.
- a Smartphone

LANGUAGES

- Bengali : Fluent
- Hindi : Fluent
- English : Basic

Software knowledge

- MS Word,
- MS Excel,
- MS PowerPoint,
- Adobe Photoshop,
- Adobe Illustrator,

2024 - 2025