

Dinku Das

Guwahati, Assam

dasdinku678@gmail.com

+919508769695

Work Experience

Computer Operator/Data Entry Operator

Angels English School, Sualkuchi-Sualkuchi, Assam

Part-time

March 2023 to July 2023

- Managed and updated student records in the school's database.
- Processed and recorded school fee transactions.
- Entered and maintained student information in MS Excel with accuracy.
- Ensured data integrity and organization for administrative efficiency.

Education

BCA in Computer Science

Guwahati University - Guwahati, Assam

Full-time | August 2023 to Present

Skills / IT Skills

- Microsoft Excel (1 year)
- Microsoft Word (1 year)
- Typing (1 year)
- Computer skills (1 year)

Languages

- Assamese - Native
- English - Intermediate
- Hindi - Fluent

Online Profile

<https://www.linkedin.com/in/dinku-das-009149329/>

<https://dinku002.github.io/Portfolio/>

Certifications and Licenses

CyberShikshaa Fundamentals

Present

Advanced Master Diploma In Computer Application(AMDCA)

Present