PRAJESH BANERJEE

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Profile

Highly motivated and adaptable professional with a strong foundation in both technical and analytical skills. Known for a detail-oriented approach, problem-solving abilities, and a commitment to achieving excellence in every task. Proven experience working independently and collaboratively within teams to drive project success and contribute to organizational goals. A quick learner with a proactive attitude, eager to bring a versatile skill set to a dynamic environment and add value across various functions. Ready to leverage educational background and diverse skills to make a meaningful impact in any role.

Professional Experience

Back Office Executive, *J. G. Hosiery Pvt Ltd*   04/2025 – Present
                                                                                              Kolkata, India

- Maintain accurate and up-to-date records of daily financial transactions, including bills, invoices, and order details.
- Prepare and issue challans for order processing and dispatch, ensuring compliance with company protocols.
- Coordinate and manage bulk orders, ensuring timely processing, shipment, and delivery while maintaining quality standards.
- Utilize **SAP Logon 750** software to update and monitor order statuses, inventory, and dispatch activities efficiently.
- Regularly update company databases, ensuring data accuracy, consistency, and confidentiality in all entries.
- Leverage **Advanced Excel functions** such as **VLOOKUP, Pivot Tables, and data filtering** to analyze and manage large data sets for reporting and operational decision-making.

Internship, *Vidyastu Education*   05/2025 – present
                                                                                              Kolkata, India

- Digital Marketing **Intern** with a focus on crafting and executing engaging social media strategies.
- Experienced in managing and optimizing ad campaigns across various platforms like **Google Ads** to increase brand visibility and conversions.
- Skilled in SEO techniques to enhance website rankings and organic reach.
- Passionate about leveraging digital marketing tools and analytics to deliver impactful results.
- Eager to learn, adapt, and contribute to innovative marketing solutions.

Internship, *Sisyphus Infotech*   05/2024 – 07/2024
                                                                                              Kolkata, India

- Contributed to both **frontend and backend** development of company- assigned website.
- Developed responsive UI components using **React JS** and styled with **Tailwind CSS**.
- Built and managed **backend functionalities** using **Node JS** and **Express JS**.
- Integrated and maintained **MongoDB** as the primary database for storing and retrieving application data.
- Collaborated with development team to ensure smooth deployment and functionality across modules.

Education

Bachelor of Science Honours in Environmental Science, *University of Calcutta*
Percentage : 60
Placed in First Class

06/2018
Kolkata, India

Higher Secondary Examination (with PCM),
West Bengal Council of Higher Secondary Education
Percentage : 56.0
Overall Grade : B

05/2014
Kalna, India

Madhyamik (Secondary) Examination, *West Bengal Board of Secondary Education*
Percentage : 75.85
Overall Grade : A

05/2012
Kalna, India

Skills

Hard Skill
- Search Engine Optimization (Off Page & On Page)
- Social Media Marketing
- Email Marketing
- Keyword Research using tools like Semrush, Ubersuggest.
- Blog Creation Using Wordpress, Canva.
- PPC (Pay-Per-Click) - Google Ads, Meta Ads.
- MERN Stack Web Development.
- Advance Excel (Pivot table, Pivot Chart, Vlookup).
- Microsoft Powerpoint.

Soft Skill
- Communication
- Time Management
- Leadership
- Teamwork
- Problem Solving
- Adaptability

Languages Known

Bengali
(Native)

Hindi

English

Hobby

- Travelling
- Watching Movies
- Learning New Skills & Technologies
- Listening Music

Certificates

Certificate of Application in Full Stack (MERN) Web Development
- Institute : Vidyastu, Year : 2024
- Topics Covered : HTML, CSS, Javascript, React Js, Node Js, Express Js, MongoDB.

Certificate In Digital Marketing (Ongoing)
- Institute : Vidyastu
- Topics Covered : SEO, SMM, Email Marketing, Keyword Research & Analysis, Blog creation using Wordpress, Pay-Per-Click (PPC).