Download High Quality gmail logo white Transparent PNG Images - Art ...**DEBASHIS SARKAR**

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# PROFESSIONAL SUMMARY

Motivated and detail-oriented documentation executive with hands-on experience in data management, communication, and coordination. Skilled in MS Office, Adobe tools, and creative media handling. Currently pursuing a bachelor’s degree in journalism and mass communication with a strong passion for organization, visual storytelling, and teamwork.

# SKILLS

* **Ms Office**
* **Data Entry**
* **Communication**
* **Photoshop & Adobe Tools**
* **Editing & Poster Designing**
* **Quarkxpress**
* **Camera Handling, Photoshoot, Videography**
* **Filmmaking**

# EXPERIENCE

##  Documentation executive: Udaaan management academy Nov 2023 – April 2025

* Communicate with students regarding required documents
* Collected and formatted documents accurately
* Sent verified documents to higher authorities for further processing
* Created and maintained excel sheets with daily updates
* Coordinated with students, parents, and seniors throughout the process

# CERTIFICATIONS

* Advanced Diploma in Computer Application
* Data Entry
* IT Level -1

# LANGUAGES

* Bengali
* English
* Hindi

**EDUCATION**

* **B.A. Journalism and Mass Communication**| **GURUDAS COLLEGE**  ***Pursuing***
* **XII (ARTS) | Dhubulia Deshbandhu High school 296 | 2021**

# ACHIEVEMENTS / HOBBIES

* Participated in University-level Short Film and Photography Competitions
* Designed visual creatives and posters for college fests and workshops
* Volunteered as event coordinator during annual cultural fests
* Led college project on “Visual Journalism in Digital India”