

UTTARA BISWAS

PHONE: 762980448 | email: u68tw1@gmail.com

Agartala, Tripura

PERSONAL DETAILS

AGE: 21

DATE OF BIRTH: 01/07/2004

EDUCATION

B.Sc. in Mathematics (Honours)

Graduated

Higher Secondary (12th)

Secondary (10th)

HOBBIES

Reading

Writing

SKILLS

Technical Skills

- Stenography: 100 WPM
- Typing Speed: 60 WPM
- MS Office (Word, Excel, PowerPoint)

Soft Skills

- Time Management
- Detail Oriented
- Communication Skills
- Organisational Skills

Languages

- English (Fluent)
- Hindi (Fluent)
- Bengali (Native)

EXTRACURRICULAR ACTIVITIES

- Participated in singing and cultural events
- Physical fitness activities (running)
- Preysiva arts (painting)

With a strong foundation in precision-based skills like stenography (100 wpm) and fast, accurate typing, I bring both speed and attention to detail to my work. I'm confident using MS Office tools to organise information, create clear documents, and manage tasks efficiently. My strengths in communication, time management, and organisation help me stay focused and productive in fast-paced settings. Fluent in English, Hindi, and Bengali, I adapt easily to different environments and connect well with people. Alongside my technical skills, my creative interests in writing, art, and cultural activities reflect my ability to think imaginatively and approach challenges with enthusiasm.