DEBTOSHI DUTTA

29/2, 2nd lane , Hatar para Lichutala para , Krishnagar , Nadia West Bengal Pin :741101

7908372754

@ debtoshidutta.dd@gmail.com

- 1)Team Leader
- 2) Team Management
- 3) Good co Communication
- 4) Diploma in Office Automation including Tally basic From (
 Jawaharlal Nehru National Youth Computer Centre) •√ West Bengal Nadia Brunch
- 5) office management..

Reference

Kangaroo kids face book page -Mother Teacher

Languages

1) Hindi

2) Bengali

3) English

Personal Details

Date of Birth: 27/12/1993

Marital : UNMARRIED

Status

Nationality : INDIAN

Gender : Female

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience THE GANGULY INFOTECH (aircel Telecom) 2013 - 2017 **RECEPTIONIST** 1) phone acall receive 2) Customer Handling 3) welcome ovisitors buy Gretting Them. **Gyan Gurukul Academy** February 2024 - April Receptionist 1); Telecalling (handle to customer enquiry) 2); floor management 3); admission counsilor(academic) **ICHHE SPOKEN ENGLISH CENTER** 2023 - 2024 Volunteer (pert time) (jan) 1) handle to ground of. Center.. 2) floor management.. 3) management front desk area 4) **Privet tutor** Teacher ·· Teach Local Students.. Time kids pre primary school July -

⇔ Education

Mother Teacher

W.B.B.S.E

1) MADHYAMIK

W.B.C.H.S.E

2013

2) HIGHER SECONDARY

NSOU (NETAJI SUBHASH OPEN UNIVERSITY)

3) GRADUATE

August

Father name : Late Atunu Kumar Dutta

GOKURAPOTA B.ED COLLEGE

SPECIAL B.ED (Bengali)

NSOU (NETAJI SUBHASH OPEN UNIVERSITY)

2024 to

2023

5) MASTER DEGREE COURSE

running

♣ ABOUT ME

It's myself Debtoshi Dutta..

I am recently got admission in art (Bengali Honours) in masters, I choose Bengali cause my mother language is also Bengali & my regional language is also Bengali that's why.I am also got admission b.ed course for higher education. I have 5 years in experience in receptionist/ front desk management. I have extra skill in computer with certificate of national govt. That's about me