



# Arpan Dutta

PHONE : 9748542338

EMAIL : gangulysantanu1234@gmail.com

ADDRESS : P/27 Satabdi Park, Block A,  
Kolkata - 700099



## PROFILE

### Summary

An analytical thinker. A fast learner.  
Seeking opportunity where I can  
utilize my skills to increase and  
develop personal ability as well as  
organizational value.

### Personal Information

Date of Birth : 17/06/2006

Nationality: Indian

Hobbies: Music, Travel, Photography

Language: English, Bengali, Hindi



## EDUCATION

### Madhyamik

- **2017**

Santoshpur Sikshayatan

West Bengal Board of Secondary Education (WBBSE)

Score – 47.57%



## PROFESSIONAL EXPERIENCE

### Back Office Exicutive : 2020 - 2023

CHOWDHURY BROTHERS

(Data entry, Documentation Filing,  
Good knowledge in MS Office)



## SKILLS

- Microsoft Office Suite
- Advance Microsoft Excel
- Data Analysis