

# Rinky Ghosh

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📍 Remote | ghoshrinky948@gmail.com | 9309028552

🎯 Fresher | BSc IT | Data Entry & Web Development Enthusiast

## Career Objective

Motivated and detail-oriented BSc IT student with strong skills in Excel, Tally, and MS Office. Eager to start a career in the IT industry in data entry or web development roles. Passionate about accuracy, learning new tools, and working in a dynamic environment. Open to remote opportunities.

## Skills

MS Excel (Formulas, Charts, Data Entry)

Tally ERP 9

MS Office (Word, PowerPoint, Outlook)

HTML & CSS (Basic Web Development)

Communication Skills (TCS iON Certified)

Typing Skills

Remote Work Ready

## Academic Background

BSc in Information Technology (Pursuing)

Bhavan's College, Andheri

2025 – Present

Higher Secondary (12th) – HSC

Year Passed: 2023

Stream: Commerce

## Project

Project Title: Sales Data Entry and Analysis Using Excel

Duration: Jan 2025 – Feb 2025

Client: Self-learning / Practice Project

Description:

Entered and analyzed dummy sales data using Excel formulas like SUM, AVERAGE, and IF.

Designed basic charts to create a monthly sales report. Practiced clean formatting, data accuracy, and basic reporting techniques.

Tools Used: MS Excel, Data Entry, Charts, Basic Formulas

## **Certifications**

TCS iON – Communication Skills Certificate

YuvaIntern -Business analytics with python

Google Analytics –

Excel, Tally, MS Office

## **Languages**

English (Fluent)

Hindi (Fluent)

Bengali (Fluent)

## **Job Preferences**

Role: Data Entry, Web Development (Fresher)

Type: Remote / Work from Home

Availability: Immediate