

# KUNAL DAS

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## EDUCATIONAL QUALIFICATIONS & CERTIFICATIONS

- INDIRA GANDHI NATIONAL OPEN UNIVERSITY currently pursuing Bachelor's in computer applications (2021 – Till Date)
- RAMAKRISHNA MISSION SHILPAMANDIRA with Diploma in Electrical Engineering (2017-2020) [WBSCT&VE&SD Board]
- SARASWATI DEVI PUBLIC SCHOOL (2015-2017) [HSC CBSE Board]
- DUNLOP ENGLISH MEDIUM SCHOOL (2015) [SSC ICSE Board]

## CAREER SUMMARY

### (1) WORKING AS A LOWER DIVISION CLERK AT DEPARTMENT OF FOOD PROCESSING INDUSTRIES AND HORTICULTURE, GOVERNMENT OF WEST BENGAL

APRIL 2023 – TILL DATE

- Typing of letters in connection with supply of photocopies of patents, connected Proforma invoice, calculation sheet.
- Typing of day today administrative matters.
- Typing of letters connected with issue of search reports/typing of seminar and training materials when required.
- Typing work of Annual Budget, performance Budget, Annual Plan, and estimate.
- Typing of monthly reports, quarterly reports, annual report/half yearly report/project report required periodically.
- Maintenance of cash entrusted with one LDC by granting spl. pay for full time work and preparation of permanent advance bills and pay bills, Telephone bills, rent bills etc.
- Diary and dispatch work (entrusted with one LDC for full time work) with maintenance of stamp account.
- Any other duties assigned by concerned supervisory officers in consultation with the Head Office.

## (2) WEB DEVELOPER INTERN WITH LETS GROW MORE (INTERNSHIP)

MAY 2023 – JUNE 2023

- Got an opportunity to learn regarding web development technology.
- Gained hands on experience with web development languages such as HTML, CSS, JavaScript.
- Learned to use development tools such as GitHub.

## (3) COMPLETED INTERNSHIP AS A CAMPUSS BUSINESS MANAGER WITH PREPBYTES

DECEMBER 2022 – MARCH 2023

- SPOC of PrepBytes and create a coding environment in your college by organizing multiple events like Coding Event/ Webinar specifically within your college to make a student confident in Programming.
- Spreading Coding Culture within the Campus by spreading multiple events/ Workshops and Hackathons.
- Content Creation over different social media platforms like Quora, LinkedIn, Instagram etc.
- Propagate the idea and maximize the reach of PrepBytes amongst the peers.
- Creating awareness about Campus Business Manager and getting new students applied for the Internship for the same role.

## (4) WORKED AS AN ANALYST / SOFTWARE ENGINEER WITH CAPGEMINI INDIA PVT. LTD

SEPTEMBER 2020 – OCTOBER 2022

- Respond to user's issues or queries through emails, calls, and chats.
- Perform Remote Troubleshooting steps on user's computers for technical issues till they get resolved
- Provide access to SharePoint sites, Network drives, etc. based on their requests
- Assist users in software installations or raise requests for the same as per the requirement
- Work on Active Directory for account login issues
- Work on Office 365 Exchange for user access requests

## TECHNICAL SKILLS

- MS Office
- ServiceNow
- Active Directory
- HTML
- CSS
- JavaScript
- SQL

## PERSONAL DETAILS

**Date of Birth:** 25<sup>th</sup> October 1997

**Address:** Chhota Khejuria, Behind H.P. Petrol Pump and Opposite to Adisaptagram  
132/33 kV Sub-Station, P.O - Addconagar, P.S - Magra, Dist - Hooghly, Pin - 712121,  
West Bengal, India

**Nationality:** Indian

**Languages Known:** Bengali, English, Hindi

**Hobbies:** Playing Cricket, Football, Reading Books

## CERTIFICATES

- Technical Support Fundamentals by Coursera
- ITIL 4 Exam Preparation by Coursera
- Microsoft 365 Fundamentals Specialization

## DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

Date: 18.04.2023

Place: Adisaptagram