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 ENGINNER 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:** 25th 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