

Shubhangee Gorai

Panchawati Nagar, Jamshedpur,
Jharkhand
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EXPERIENCE

Anyboli Labs, Work from Home — *Data entry operator*

November 2022 – March 2023

To enter data for lead generation via web search.

To enter detailed information

Out of The Box Solution, Work from Home — *Email Marketing Intern*

March 2022 – January 2023

To send bulk emails to the given data

Used email marketing tools like mail merge for gmail, mergego, yamm, extensions etc for gmail itself.

Conscript Hr Adviser, Work from Home — *Data Entry Intern*

June 2022 – July 2023

To copy paste data from the web.

EDUCATION

Co-Operative College, Jamshedpur — *Graduation*

November 2020 – Present

Currently Pursuing English Honors and an undergraduate

B.S.S Pranav Children World Sonari, Jamshedpur, Jharkhand — *12th Standard*

March 2018 – June 2020

Got 70 Percent in 12th Boards in Commerce.

I was an event incharge, prefect and monitor as well during the school days.

SKILLS

- Advanced Excel
- Have Excellent Typing Speed
- Excellence in Data Accuracy, Detailed Oriented
- Excellence in Google Docs and MSWord
- Have experience in Google Sheets and Google form
- Strong Leadership Skills and a Multi-Tasker.
- Fast Learner and a good listener.
- Have completed the basics of digital marketing, LinkedIn marketing, Instagram marketing and SEO marketing via an online course and completed Business English Skills: How to Navigate Tone, Formality, and Directness in Emails course from Coursera

LANGUAGES

English, Hindi and Bengali