

EDUCATION

B.Tech, Information Technology

Heritage Institute of Technology

2017 - 2021

CGPA: 6.30/10

Senior Secondary (XII), Science

Calcutta Public School

(ISC board)

Year of completion: 2017

Percentage: 76.40%

Secondary (X)

Calcutta Public School

(ICSE board)

Year of completion: 2015

Percentage: 87.30%

WORK EXPERIENCE

Operations Manager

Brightchamps, Virtual

Job • Jul 2022 - Present (1 year 8 months)

Operations Intern

Hirect, Virtual

Internship • Mar 2022 - Jul 2022 (5 months)

TRAININGS

Business Communication Skills

Internshala Trainings, Online

Mar 2023 - Mar 2023

Topics Learned: Essentials, Application Process & Workplace Communication

Advanced Excel

Internshala Trainings, Online

Mar 2023 - Mar 2023

Topics Learned: Formulas, Functions & Advanced Concepts

SKILLS

English Proficiency (Spoken)

Advanced

MS-PowerPoint

English Proficiency (Written)

Advanced

MS-Office

Advanced

MS-Excel

Intermediate

SQL

Intermediate

Advanced

Operations

Advanced

Business Analysis

Beginner