



Preethaa Dutta

Team Player | Quick Learner | Problem Solver

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15D/1A, Durga Charan Mitra Street, Kolkata – 6

SKILLS

TECHNICAL SKILLS

- MS Excel, MS Word
- Good Computer Knowledge
- Basic Web Development

SOFT SKILLS

- Quick Learner
- Organizational Skill
- Problem Solver

PROJECTS

Invoice Generating System with Automatic Database Update

Personal Project

Feb 2023 to Apr 2023

- Developed an Invoice generating system, which automatically updates it's Excel database while creating invoice of each customer.
- This system can be used in any company to keep record of each customer automatically.

Movie Streaming Website

Academic Project

Jan 2022 to Apr 2022

- Developed a movie streaming website, which allows the user to create an account and subscribe with any plan.
- This website consists of home page with movies list, account page, subscription page.

EXPERIENCE

Back Office Executive

You Are Awesome Store

- Maintained customer's data in MS Excel database.
- Generated invoice of each customer.

Web Development Intern

Bharat Intern

- Converted PSD templates to scalable, responsive websites.
- Designed advanced styles as per client's requirements.
- Checked for cross browser compatibility and fixed all bugs and submitted projects within deadline.

EDUCATION

- Graduation 2018 - 2022
CGPA - 8.81
- Higher Secondary - 2017
Percentage - 73%
- Secondary 2015
Percentage - 82.42%

LANGUAGES

- Bengali – Expert
- English – Expert

CERTIFICATIONS

- Excel for Beginners – Great Learning

ACHIEVEMENTS

- Collaborated with the team of 15 members to organize webinars as a campus ambassador during the period of November 2020 to January 2021.
- Awarded 1st prize in presentation competition held in the second year of college.
- 1st prize in recitation competition held in 10th class.