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, Google Docs, Sheets
- Error Checking and Accurate Data Entry
- Data Analysis, Data Validation

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.

Data Collection and Filling
Freelance Project   Jan 2022 to Apr 2022
- Collected required data from different websites and filled that in the given template.
- Converted the data into readable format and performed data formatting, data analysis and data visualization as per customer's requirements.

EXPERIENCE

Back Office Executive
You Are Awesome Store
- Maintained customer's data in MS Excel database.
- Generated invoice of each customer.

Data Entry Operator
Mymegaminds
- Filled data in Excel, Word, Google Docs, Google Sheets etc.
- Conduct thorough quality checks to ensure accurate and efficient data entry into the system and submitted within the deadline.

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

LANGUAGES

- English - Expert
- Hindi   - Expert
- Bengali - Expert

CERTIFICATIONS
- Excel for Beginners – Great Learning

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