

Preethaa Dutta

Team Player | Quick Learner | Problem Solver

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SKILLS

TECHNICAL SKILLS

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

SOFT SKILLS

- Communication Skill
- 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 – Read, Write, Speak
- Hindi - Read, Write, Speak
- Bengali – Read, Write, Speak

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.