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| **Preethaa Dutta**  Team Player | Quick Learner | Problem Solver | +91 7980662353  [preethaa.dutta@gmail.com](mailto:preethaa.dutta@gmail.com) |

**SKILLS**

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| **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.

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| **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.