

RAJ BAG

 Arapur, Indas, Bankura, West Bangal |  rajbag986@gmail.com |  9382422986

SUMMARY

Motivated and dedicated fresher with a strong foundation in computer applications and proficiency in Microsoft Office Suite. Seeking to leverage technical skills and enthusiasm for learning to contribute effectively to an entry-level position. Committed to delivering quality work and eager to grow within a dynamic professional environment.

PROFESSIONAL SKILLS

- Data entry and processing
- Internet research and navigation
- Basic database operations
- Digital documentation management

TECHNICAL SKILLS

- Microsoft Office Suite:
 - MS Word: Document creation, formatting, mail merge, templates
 - MS Excel: Data analysis, formulas, pivot tables, charts and graphs
 - MS PowerPoint: Presentation design, animations, multimedia integration
 - MS Outlook: Email management, calendar scheduling, contact organization
- Computer Fundamentals:
 - Operating Systems (Windows)
 - File management and data organization
 - Basic troubleshooting and system maintenance

PROJECTS

Currently building portfolio of practical projects to demonstrate technical competencies and problem-solving abilities.

CAREER OBJECTIVES

- Strong analytical and problem-solving abilities
- Excellent attention to detail and accuracy
- Effective communication and interpersonal skills
- Quick learner with adaptability to new technologies
- Time management and organizational skills
- Team collaboration and individual contribution
- Customer service orientation
- Professional work ethic and reliability

EDUCATION

Higher Secondary Certificate (12th Standard)
[Shashpur D.N.S Institution] | [2021]

Diploma in Computer Application
[Shashpur National Youth Computer Centere] | [2020]

- Comprehensive training in computer applications and office productivity tools

ADDITIONAL INFORMATION

Languages: Bangali, Hindi, English.

Certifications & Awards- Diploma in Computer Application
[Shashpur National Youth Computer Centere] | [2020]

- Comprehensive certification covering advanced computer applications
- Specialized training in Microsoft Office suite and business software applications
- Practical experience in database management and system operations