**INDRAJEET MITRA**

**Phone: 9569433682**

**E-Mail:** [**indrajeetmitra11@gmail.com**](mailto:indrajeetmitra11@gmail.com)

**Address:** **L.I.G 18 A.D.A Colony**

**Deoghat Jhalwa, Allahabad**

**Uttar Pradesh**

**D.O.B: May, 27, 1992**

**SUMMARY**

**Seeking a position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess good communication skills and have an eye for detail.**

**SKILLS**

* **Good verbal and written communication.**
* **Knowledge of Excel like (Lookup, Pivot Table, Flash Fill), Word, Power Point and Internet.**
* **Knowledge of Power Query in Excel and Power BI and Data Visualization with Power BI.**
* **Possess English typing speed of 15-20 words per minute.**

**EDUCATION**

**Bachelor’s Degree in Commerce, C.M.P Degree College (Affiliated to University of Allahabad), Uttar Pradesh.**