

Curriculum Vitae

Mr. SANJOY KUMAR DAS

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Vill: Gayeshpur Kaltapara,
P.o: Jhaljhalia,
P.s: English Bazar,
Dist: Malda,
Pin: 732 102, State: West Bengal.



Career Summary

2-year successful experience as "Computer Operator" diverse group of computer works with an extensive pool of knowledge about e-tender & WBFIN under Superintending Engineer, Northern Electrical Circle Malda, PWD.

Educational Qualifications

QUALIFICATION	COURSE / SPECIALIZATION	SCHOOL/ COLLEGE	BOARD/ UNIVERSITY	YEAR OF PASSING	PERCENTGE (%) / DGPA
B.Ed	Bachelor of Education	Gour Malda College of Education	WBUTTEPA	2022	90.49
M.A	Master of Arts	North East Frontier Technical University	NEFTU	2020	62.44
B.A	Bachelor of Arts	Netaji Subhas open University	N.S.O.U	2018	49.48
12th	Higher Secondary	Malda Rail Way High School	W.B.C.H.S.E	2015	66.65
10th	Madhyamik	Malda Rail Way High School	W.B.B.S.E	2013	56.57

Additional Qualifications

- Diploma in Computer Applications. [Duration: - 1 Year]
- Financial Accounting (Tally EPR 9). [Duration: - 3 Months]

Professional Experiences

- **Northern Electrical Circle Malda, PWD:** From 16 April 2019 to 31 March 2020.
- **Superintending Engineer, Northern Electrical Circle Malda, PWD:** From 01 December 2020 to till Now.

[Computer Operator]

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Responsibilities

- Responsible for teaching the assigned subject and the projects related to the subject.
- Helping and guiding the students with any problems that they come across academically.
- Guiding and motivating students to take part in extra-curricular activities.
- Arranging educational quiz competitions for students.
- Teaching students with Visual aids for better understanding.
- Stay updated with the changing syllabus.
- Designing the syllabus for the students and the school.

RELEVANT SKILLS

Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express.

Languages Known: LOGO, Q-Basic, Visual Basic, HTML.

HTML Editing Tools: Macromedia Dreamweaver, Microsoft FrontPage.

Achievements

- Won 1st prize in School Level Run Competition.

Subject Of Interest

- Fundamental of Computer.
- English-related topic.

Personal skills

- Self Motivation and Self Analyzing capabilities.
- Work hard with Commitment and Determination.
- Interested in learning new things.
- Positive attitude.
- Good Situation capturing and Decision-making ability.
- Profound knowledge of various computer applications and ability to solve technical problems.
- Excellent communication and writing skills as well as ability to motivate the students.
- Ability to provide the best practices to make the students experts in using computers.
- Capacity to solve the problems pertaining to computer programs.
- Ability to research on various computer applications.
- Referenced operating instructions for equipment setup requirements.

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- Liaised with data entry operators and help desk staff to coordinate accurate and timely computer processing cycles.

Personal Information

Father's Name	: Damodar Das.
Gender	: Male.
Date of Birth	: 27 th October 1997
Marital status	: Single.
Nationality	: Indian.
Languages known	: Bengali, Hindi and English.
Hobbies	: Reading books, Internet searching & Playing Cricket.

Declaration

I hereby declare that the above information furnished is true to the best of my knowledge.

Place: Malda

Date: 04.07.2023

(Sanjoy Kumar Das)

