



SUPRIYO DUTTA

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Vill-Manimela School Para, P.O-Balurghat,
P.S.-Balurghat, District-Dakshin Dinajpur,
West Bengal, 733101

Career Objective

To achieve excellence in Librarianship and Information Science and contribute my best to the profession as well as the organization I serve.

Academic Qualifications

Degree	Board / University	Percentage	Year of passing
BLIS	NSOU	66.13	2023
Bachelor of Arts	NSOU	88.26	2021
H.S.	WBCHSE	61.20	2011
Madhyamik	WBBSE	60.00	2009

Technical Skills

Operating Systems : Windows XP, Windows 7 and Windows 8.
Application : Microsoft Office

Work Experience

Data Entry Operator

Employer: British Computer

Date Worked: 22/11/2015 – 22/11/2016

English Stenographer

Employer: Office of the District Legal Services Authority

Date Worked: 21/02/2017 – Present

Areas of Interest

English Stenography (English Shorthand and English Typing)

Trainings / Certifications

Course Name	Certificate Course in Information Technology Application
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Training Centre	Balurghat Youth Computer Training Centre
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Course Name	Diploma in Office Automation and Publishing
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Training Centre	Rajiv Gandhi Computer Saksharta Mission
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Strengths

Good communication and presentation skills.

Willingness to learn and adaptability to put learning into practice.

Adaptable to environmental changes and emerging trends.

Comprehensive problem solving abilities.

Professional Qualification

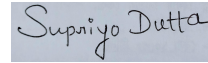
Passed **English Shorthand** Course from Office of the Royal Commercial Institute, in 2020, got certificate in Shorthand at **160 w.p.m.**

Passed **English Typing** Course from Balurghat Commercial College, in 2014, got certificate in Typewriting at **40 w.p.m.**

Personal Profile

Father's Name : Amal Dutta
Mother's Name : Bebita Dutta
Date of Birth : 08th March, 1993
Languages Known : Bengali, English, Hindi
Sex : Male
Marital Status : Single
Religion : Hinduism
Nationality : Indian
Caste : General
Hobbies : Watching TV, Listening to Music

I hereby declare that all the information given above is true according to my knowledge.



Place: Balurghat
Date: 25.09.2023

Signature