

# Jayanta Kumar Dubey



## Contact

**AGE:** 24+

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## Languages

ENGLISH  
HINDI  
BENGALI  
(ASSAMESE)

## Hobbies

Photography, Singing, Dancing,  
Editing, Coding, Streaming,  
Vlogging, Scripting

## Summary

I worked as a part time data entry operator. Experienced with all stages of professional works. Strong background in project management and customer relations. Worked as a content creator of various online platforms.

## Skill Highlights

- Project management
- Good Leadership Skills
- Complex problem solver
- Creative design
- Innovative
- Service-focused

## Experiences

- **DATA ENTRY OPERATOR**- 06/2021 to 01/2022
- **Professional Content Creation and Design**
- **Paid Video and Audio Editor**
- **PAID PROMOTION SERVICES**
- **COMPUTER AND ENGLISH TUTOR**
- **BENGALI SCRIPT WRITING**

## Education

MADHYAMIK EXAMINATION: **Under WBBSE** (2012-2013)

HIGHER SECONDARY EXAMINATION: **Under WBCHSE** (2014-2015)

Bachelor of ARTS: **PHILOSOPHY HONOURS** - 2018  
**GOUR BANGA UNIVERSITY**, WEST BENGAL

## Certifications

DIPLOMA IN COMPUTER OFFICE MANAGEMENT COURSE  
(COURSE DONE FROM NCSM)