## CURRICULUM VITAE

**BIJOY DUTTA**

CHAITANYAPUR,

(NEAR GAS GODOWN).

SHIVMANDIR,

P.O.NEW RANGIYA,

DIST.DARJEELING,

MOB: 9563270527/9749135446

*E-mail: bijoydtt@gmail.com*



**Objective:**

***To work devotedly in an organization with highly motivating and challenging environment that provides the best opportunity to grow and to take responsibility to achieve organizational goal and objectives***.

**Experience and skills include:**

* Computer proficiency
* Client Servicing

**Work Experience:**

**Educomp Solution Ltd.**

**Title:** Smart Class Cooridinator (Technical Support) **Duration:**21 Jan 2011 - Present

**Industry**: Educational Institution

**CPWD (NirmanBhavanMatigara)**

**Title:** Computer operator **Duration:**10 May ‘2010 -20 Jan 2011

**Industry**: E-Tendering office

**Gitanjali Jewels**

**Title:** Team Leader**Duration:** 07 May ‘09 -30 April ‘2010

**Industry:** Retail

**Educational Qualification:**

Pursuing *Bachelor’s degree in Art’s* from *EILLM Unversity (SILIGURI),* **Year: 2010**

**Strengths:**

* Excellent people skills.
* Ability to work in a team setting to achieve common goals.

**Skills:**

* Excellent Communication Skills.
* Quick learning ability.
* Fluent in Server Formatting, Networking, Hardware and Software, Power point, Excel, Word.
* Linguistic proficiency: To write : English, Nepali and Hindi.

To read : English, Nepali and Hindi.

To speak : English, Bengali, Nepali and Hindi.

**Extracurricular activities:**

* Office Management certificate Course from N.B.U
* .Public Health Care certificate Course from N.B.U

**Personal Profile:**

* **Father’s Name :** Late DigenDutta.
* **Date of Birth :** 6th Dec 1988
* **Marital Status :** Single
* **Hobbies :**  Music, Biking.

Place: (BijoyDutta)

Date: