

# Curriculum Vitae

Name : **Joyti das**  
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## CAREER OBJECTIVE

Looking for opportunities to incorporate my abilities and skills to help the company grow. I am looking forward to roles that will help me to realize my potential by exploring the various aspects of this field

## ACADEMIC QUALIFICATION

YEAR	EXAMINATION	INSTITUTE/ COLLEGE/SCHOOL	BOARD/ UNIVERSITY	CGPA/PERCENTAGE
2024	Graduation (Accounts Hons.)	Asansol Bidhan Chandra college	KaziNazrul University	83%
2021	Higher secondary	Asansol Dhadka NC Lahiri Vidyamandir	W.B.C.H.S.E	72%
2019	Secondary	Asansol Tulsi Rani Balika Shiksha Sadan	W.B.B.S.E	56%

## KEY ATTRIBUTES

- Effective communication skill
- Good convincing power
- Adaptability

## COMPUTER EFFICIENCY

- Successfully achieved Diploma in adequate knowledge in Computer application , MS Office tools – MS Word, MS Excel &



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Power Point, Tally Prime, Tally ERP 9 with sufficient expertise on use of internet

### HOBBIES AND INTERESTS

- Travelling , Dancing
- Listening to music

### LANGUAGE PROFICIENCY

- Bengali : Read/Write/Speak
- Hindi : Read/Write/Speak
- English : Read/Write/Speak

### PERSONAL DETAILS

- Guardian's Name : Jiten Das
- Nationality : Indian
- Marital Status : Unmarried
- Date of Birth : 27th October, 2003
- Gender : Female
- Address : Ismile, Madhyapara, Asansol 1,  
PO- Asansol  
Dist-Paschim Bardhaman, Pin -713301

**Declaration:-**I do here by declare that the above mentioned information is correct according to the best of my knowledge.

**Place:**

**Date:**

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**(Signature)**



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