



Saikat Das

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Professional Summary

Computer Trainee & Research Assistant (CTRPFP) (11th July 2022 — Present)

Education

2021

Bachelor of Arts: General Pass with 60% Serampore College , Serampore, West Bengal

2018

High Scondary : 12th Pass with 77% Surendranath vidyaniketan, Sheoraphuli, West Bengal

2016

Scondary : 10th Pass with 65% Surendranath vidyaniketan, Sheoraphuli, West Bengal

Academic Qualifications

- * Certificate in Computer Programming from Ramakrishna Mission Shilpamandira Computer Centre.
- * Advance course in English from The Ramakrishna Mission Institute of Culture, Golpark.
- * Diploma in Computer Application from Brain Power Computer Academy.
- * Certificate in Assistant Physiotherapy from Delhi Paramedical Institute.

Work Experience

Computer Trainee & Research Assistant (CTRPFP) , CSSSC .

Jul. 2022 - Present

- * Provide technical support during operating System and software installation or configuration
- * Website design , development and maintenance .
- * Read source documents such as bank statement and bills then enter this data in excel.
- * Compile, sort and verify the accuracy of data before it is entered.
- * Keeping accounts and maintaining bank statement

Key Skills

Microsoft Office, Libre Office, Linux , Windows , HTML , CSS, Latex, A.I.

Personal Information

Date of Birth: 14th September, 2000

Languages Proficiency : Bengali Native speaker , English Conversational , Hindi Fluent

Hobbies - Physiotherapy, Reading,