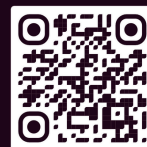




# MIRAJ RAHAMAN MONDAL

DATA ENTRY OPERATOR

SCAN ME



## CONTACT

9153506954

mirajrahaman.kat2@gmail.com

Bhatna, Gourdanga,  
Burdwan (East)

## EDUCATION

2018 - 2020

NSOU

- Master in History

2017

RTNYC

- Advance Diploma in  
Computer Application

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Effective Communication
- Critical Thinking

## LANGUAGES

- Bengali (Fluent)
- English (Basics)
- Hindi (Intermediate)

## HOBBIES

- Driving
- Traveling
- Watching Movie

## PROFILE

I always seek to achieve a high standard in whatever work I undertake. I am keen to obtain new skills and training and have a flexible approach to all work situations, and find it easy to adapt.

## WORK EXPERIENCE

### Data Entry Operator

2018 - PRESENT

Katwa College (Day Section)

- Receive and Dispatch Section
- University Online Works (Student Related)

### Support Staff

2016 - 2018

In a Private Company

- Billing Section
- Maintaining staff attendance and Stock Registrar

## REFERENCE

### Katwa College

Dakbangla Road, Katwa, Purba bardhaman

Phone: 8101078393

Email: katcoll2009@gmail.com

website: www.katwacollege.ac.in