Bikash Das

Data Entry Operator (12th Pass)

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+91 60XXX XXX88
Guwahati, Assam

PERSONAL STATEMENT

Class 12 Commerce pass-out (AHSEC, 2026) with 72%, trained as a data entry operator under Skill India with an English typing speed of 38 words per minute. Comfortable with MS Excel, Tally basics and customer conversations in Assamese, Bengali, Hindi and English, and looking for a data entry or customer support job in Guwahati.

PROJECTS

Family Shop Billing and Stock Register · Apr 2024 – Mar 2026
Part-time help after school

Helped run billing and stock records at the family grocery shop.

- Moved a handwritten stock register of 300 items into Excel and updated it every week.
- Handled billing and UPI payments for 40 to 60 customers on busy evenings.

Voter Awareness Drive · Volunteer, local youth club · Jan 2026 – Feb 2026

Door-to-door awareness campaign in the local ward.

- Visited 350+ households with a team of 6 and helped 45 first-time voters complete online registration forms.
- Maintained a daily Excel sheet of households covered for the club coordinator.

EDUCATION

Class XII (AHSEC) in Commerce ·
Beltola Higher Secondary School, Guwahati, Assam
2024 – 2026
Grade: 72%

Class X (SEBA) in Secondary School ·
Beltola Higher Secondary School, Guwahati, Assam
2023 – 2024
Grade: 76%

SKILLS

Data entry · Typing (38 wpm English) · MS Excel basics · MS Word · Tally basics · UPI and cash billing · Email and internet use · Customer handling

CERTIFICATIONS

PMKVY: Domestic Data Entry Operator ·
NSDC, Skill India
Jun 2026

CCC (Course on Computer Concepts) ·
NIELIT
Aug 2026

CORE SKILLS

- Punctuality
- Accuracy
- Polite communication
- Willingness to learn
- Teamwork

LANGUAGES

Assamese · Native · Bengali · Fluent · Hindi · Fluent · English · Conversational

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