

ARPAN ROY

Bankura, West Bengal
Phone: 7872672409
Email: royarpan6296@gmail.com

Career Objective

Motivated and responsible graduate seeking an entry-level office position where I can use my communication and organizational skills while learning and growing professionally.

Educational Qualification

Bachelor of Arts (Bengali Honours)

Pandit Raghunath Murmu Smriti Mahavidyalaya
University of Bankura
Year of Passing: 2022

Higher Secondary (12th)

Krishnapur Gohaldanga SS High School
Marks: 81%

Secondary Education (10th)

Krishnapur Gohaldanga SS High School
Marks: 57%

Skills

- Basic MS Excel
- MS Word
- Email Communication
- Bengali, Hindi & English Communication
- Teamwork & Time Management

Strengths

- Quick learner
- Responsible and punctual
- Good communication skill
- Positive attitude

Personal Details

Name: Arpan Roy
Languages Known: Bengali, Hindi, English
Preferred Job Type: Office / Back Office / Admin

Declaration: I hereby declare that the information provided above is true to the best of my knowledge.

Signature
Arpan Roy