

RESUME

Name: Animesh Jana

Mobile No: 8597975864

Place: Ghatal, Paschim Medinipur, West Bengal

Email Id: animesh0000jana@gmail.com

LinkedIn: <https://www.linkedin.com/in/animesh-jana-2017b3377>

CAREER OBJECTIVE

Pursuing a career that allows me to utilize my academic knowledge, develop practical skills, and make a meaningful contribution to organizational goals.

KEY SKILLS

- Financial analysis (basic level)
- Knowledge of banking product & services
- Proficiency in MS Office (Excel, Word, PowerPoint)
- Basic knowledge of computer hardware and software
- Programming Languages: Python, SQL, HTML

WORK EXPERIENCE

Organization Name: Appdex Private Limited

Designation: Paid Intern

Duration: May 2025 – July 2025

Role: Office Management

- Maintained and updated candidate records and documentation.
- Accurately entered and maintained data using Microsoft Excel and Google Sheets.
- Support users and handle portal-related inquiries.
- Assist students with course selection and study plans.

EDUCATIONAL QUALIFICATION

Degree: Bachelor Of Computer Application (BCA)

Institution: Panskura Banamali College (Autonomous)

Year Of Passing: 2023

COLLEGE PROJECTS

Sanitization Management System

The objective of this project is to design and develop a Sanitization Management System that efficiently monitors, schedules, and manages sanitization activities in public or private facilities (e.g., Schools, Colleges, offices, hospitals).

OTHER QUALIFICATION

Diploma in Information Technology Application From Youth Computer Training Centre.

STRENGTHS

- Quick Learner
- Problem Solving Ability
- Time Management
- Good Communication Skills

PERSONAL DETAILS

DOB: 07/04/2002

Gender: Male

Marital Status: Single

DECLARATION

I declare that the above-mentioned details are true and correct to the best of my knowledge.

Date:

Place:

Animesh Jana
Signature