

# CURRICULUM VITAE

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**Date of Birth** : 10-08-1992  
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**Resume Headline** Worked as a Media Executive with an experience of 5years for Eastern Panorama hill publication Shillong Meghalaya, in Publicity, Advertising, Team leading, Business Development and Article Writing.

**Profile** Confident and articulate individual with commenced ability to work with others to achieve sets outcomes. Willing to work as a key player in a challenging & creative environment. Capable of grasping and implementing innovative ideas and interested in taking up ant challenging position where my knowledge can be utilised for the maximum benefits of the organisation. Hard working with ability to identify, priorities multitasking with targets and archive goals and objective in stipulate time.

**Objective** To secure a position in a challenging environment requiring innovation and to improve my individuality in teamwork and to be an efficient contributor to the development of the organisation and willing to learn and work in an organisation where I can unleash my creative and innovative ideas.

## Education and Qualifications

Specification	School/Board/University	Year	%
HS	National Pioneer college	2010	42.4%
HSLC	Tangla English Medium High School	2008	37.8%

Completed six-month program in **DIPLOMA IN COMPUTER APPLICATION (DCA)**.  
Completed BBA (certificates not Available)at **SMUDE** centre Hatigoan,Guwahati.

### Work Experience.

Organization	Year	Nature of work
Eastern Panorama Shillong, Meghalaya.	2013-2018	Media Executive
Project Vidyai Jyoti DESC NGO, Udalguri Assam.	2019-2021	Project Superintendent

### Skill.

- \* As a Project Superintendent i have to manage an educational project named as project vidyayi jyoti which is for the BPL and underprivileged students and also manage the whole 500 employees as working progress, communication skills, personality development, Daily progress report, Student data, centre tie ups etc.
- \* As a Advertising Manager successfully create a multi-chain business in many govt offices and multinational companies all over india for their business development through publishing ads.
- \* Giving full attention to what other people are saying, taking time to understand the point being made, asking questions and appropriate and not interrupting at inappropriate times.
- \* Using logic and reasoning to identify the strength and weakness of alternative solutions, conclusions or approach problems.
- \* Consider the relative costs and benefits of potential actions to choose the appropriate one.
- \* Bringing others together and trying to reconcile difference.
- \* Adjusting actions in relation in others actions.
- \* Communications effectively in writing as appropriate for the needs of the audience.
- \* Can established strong public and customer relationship.
- \* Excellent customer relation ability.
- \* Creative, highly and independent researcher.
- \* Can handle value business and achieve set targets and goals.

### Hobbies and interest.

- \* Computer literate (Basic, Ms word, Excel)
- \* Enjoy building strong inter- personal relationship.
- \* Love traveling and meeting new people, enjoy reading books.

I do hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Date :  
Place :

Dhrubajyoti Das