

# AVISHEK KUMAR RAJAK

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## EXPERIENCE

FRESHER

## EDUCATION

AUGUST 2017

**BACHELOR IN BUSINESS ADMINISTRATION, FUTURE INSTITUTE OF ENGINEERING AND MANAGEMENT**

DGPA – 5.97

JANUARY 2018

**DIPLOMA IN INFORMATION TECHNOLOGY APPLICATION, DHAKURIA YOUTH COMPUTER TRAINING CENTRE**

GPA – 79

## SKILLS

- Self-motivated person
- Excellent telephone manor
- Ability to work in a fast paced environment
- Good knowledge of Windows applications, including Excel and Word

## ACTIVITIES AND CERTIFICATES

- Completed Online Course ( NPTEL Online Certification ) On Leadership From IIT – Kharagpur.
- Completed CITA course from Dhakuria Youth Computer Training Center.
- DITSA Certificate of Appreciation as a Volunteer of DITSA for UDAAN - Educational Drive.
- Certificate for Participating Knowledge Exchange Series From Calcutta Management Association.