

# Curriculum Vitae

Name: Dayita Bhattacharjee

Date of Birth: 2 July 2002

Phone: 8100520956

Location: Sirty Muchipara (near Tollygunge), Kolkata

## Career Objective

Motivated B.Sc. Zoology (Hons) graduate seeking an entry-level role in customer support, data/admin operations, or related corporate roles where strong communication skills, analytical ability, and computer proficiency can be effectively utilized while ensuring opportunities for learning and growth.

## Educational Qualification

Bachelor of Science (B.Sc.) - Zoology (Honours)

Graduate | August 2024

## Certifications & Courses

- Web Design Basics & Generative AI - Infosys Springboard
- Data Analytics & Python - SWAYAM (Ongoing)

## Technical Skills

- MS Excel: VLOOKUP, HLOOKUP, Conditional Formatting, Advanced Filters
- MS Word & PowerPoint
- Basic understanding of Data Analytics & Python
- Fundamentals of Web Design
- Familiarity with Generative AI tools

## Language Proficiency

- English: Good working proficiency
- Hindi: Good working proficiency
- Bengali: Fluent

## Key Strengths

- Clear verbal and written communication
- Detail-oriented and organized
- Quick learner with adaptability
- Ability to work independently and in a team
- Strong sense of responsibility and professionalism

**Preferred Job Roles**

- Customer Support / BPO (Inbound / Non-sales)
- Data Entry / Data Support Executive
- Administrative / Office Support Roles
- Junior Analyst / Operations Support (Entry Level)

**Availability**

Open to full-time roles with fair compensation and growth opportunities.