DHANANJOY DAS

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PROFESSIONAL SUMMARY

Results-oriented Admin & Support Executive with 2+ years of combined experience in administrative operations, academic instruction, and customer support. Proficient in Advanced Excel and office management. Holds a B.A. (CGPA 8.02) from the University of Burdwan. Seeking a challenging role to leverage analytical, communication, and technical skills in a growth-oriented organization.

WORK EXPERIENCE

Admin & Support Executive | Invesmate Edtech Pvt. Ltd.

April 2024 – Present

- Managed administrative operations, documentation, and daily office workflows.
- Handled customer and student support queries, ensuring timely resolution and satisfaction.
- Coordinated between departments to streamline communication and operational efficiency.
- Maintained records, reports, and data using MS Excel.
- Assisted in onboarding processes and tracked student progress on the edtech platform.

Computer Teacher | Kandra Rajeev Gandhi Youth Computer Centre

January 2022 – January 2023

- Delivered computer literacy training to youth students covering MS Office, internet usage, and digital skills.
- Developed lesson plans and conducted assessments to track student learning outcomes.
- Mentored students in practical computer applications including spreadsheets and word processing.

EDUCATION

Examination	Board / University	Score	Year
Graduation (B.A)	University of Burdwan	8.02 CGPA (A+)	2022
Higher Secondary (12th)	W.B.C.H.S.E	72.6% (A)	2019
Madhyamik (10th)	W.B.B.S.E	50.57% (B+)	2017

SKILLS

Technical Skills

- Accounting Software: Tally with GST (1-Year Diploma Certified)
- MS Excel: Advanced – VLOOKUP, Pivot Tables, Charts, Data Validation
- MS Office Suite: Word, PowerPoint, Outlook,Teams
- Admin Tools, Data Entry, Report Generation
- Basic Knowledge of Artificial Intelligence tools and platforms

Soft Skills

- Communication & Interpersonal Skills
- Team Collaboration & Coordination
- Problem Solving & Analytical Thinking
- Time Management & Multitasking
- Adaptability & Willingness to Learn

LANGUAGES

Bengali (Native) | Hindi (Fluent) | English (Proficient)

PERSONAL DETAILS

Date of Birth: 26th September 2001

Gender: Male

Nationality: Indian

Marital Status: Unmarried

DECLARATION

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

Date: 02/07/2026
Place: Rajoor, West Bengal

Dhananjoy Das