



Rajesh Das

Student

Enthusiastic and passionate individual, ready to take up new challenges. Capable of handling pressure and associating a healthy relationship with the work I do and the people I work with.

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📍 Shillong, India

EDUCATION

Bachelor of Arts Umshyrpi College

07/2022 - Present

Shillong

10+2 Umshyrpi College

2020 - 2022

Arts

- 43%

Shillong

Matriculation

Lumparing Vidyapith Secondary School

Shillong

Courses

- 57%

WORK EXPERIENCE

GST filing and Account management G.S Road, Shillong

01/2022 - Present

Shillong

Maintained physical and computer-based filing systems. Added documents to file records and created new records to support filing needs. Keeping a record of the invoices in Tally. Filing GST.

SKILLS

Tally

Gst filing

Data entry

Hard working

Self motivated

Record Keeping

CERTIFICATES

Senior diploma in Painting

2nd Prize winner of NEPCO state level painting competition

Represented state in National level NEPCO painting competition

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Bengali

Full Professional Proficiency

INTERESTS

Painting

Sketching