



# Antar Raj Debnath

s/o - Swapna Debnath  
Mother - Mani Pun Debnath

## >About Me

English Honours student passionate about contributing to team growth through unwavering hard work, honesty, and excellence. Committed to delivering my best in any role, driving results with strong communication and dedication.

## Contact

8413926880

antarrajdebnath@gmail.com

Jogendra Nagar

## Skills

- English Fluency
- MS Office Mastery
- Data Entry and Typing (40+ WPM)
- CRM, TALLY & MARG
- Document & Record Management
- Phone Etiquette & Query Resolution
- Communication & Compliance

## Conclusion

Eager to bring my dedication, English fluency, skills and digital tools to innovative teams in Education, Finance, Marketing or coaching related fields. Let's connect to drive mutual growth and success... Thank You.

## Education

### Matriculation (Class 10 Boards Exam)

MODERN H.S. SCHOOL (2021)

### Higher Secondary Certificate (+2 Boards Exam)

MODERN H.S. SCHOOL (2023)

### B.A. ENGLISH HONOURS (IGNOU)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY (CURRENTLY PURSUING)

## Experience

### DATA MANAGER (2021-2023)

Action Construction Equipment (ACE) PVT LTD

- Front Desk
- MS Excel
- Inventory
- Quotation
- Cold Mailing
- Customer Phone Query Resolution

## Language

- English
- Bengali
- Hindi
- Nepali