Gaurab Dutta

duttagaurab1998@gmail.com
+91 8017385918
Guwahati, Kolkata

EDUCATION

Bachelor of Arts (B.A.), Communicative English
Asutosh College
2017 - 2020
Percentage: 66.50%

Senior Secondary (XII), Arts
Kendriya Vidyalaya, A.F.S, Borjhar
((CBSE BOARD) board)
Year of completion: 2016
Percentage: 70.50%

Secondary (X)
Pragjyotish Senior Secondary High School
(CBSE board)
Year of completion: 2014
CGPA: 7.00/10

INTERNSHIPS

Research & Development Intern
Career Spark, Virtual
Aug 2020 - Aug 2020

Career Spark is A Career Consultancy Firm Based in Guwahati, Assam and my role was: Research and Collection of Various Resourceful Data and Creating Brief Graphical Content in PPTs in Google Drive.

Human Resources (HR)
Ajitaaksh Ventures Pvt. Ltd., Guwahati
Nov 2019 - Dec 2019

Data Entry (Microsoft Excel), Typing letters and notifications, looking after employee attendance, Handling HR Management Software of the Company, Posting Job Vacancy Advertisement for the company online on job finding platforms like
Quikr, etc.

TRAININGS

UI/UX Design
Internshala Trainings, Online
Jul 2020 - Aug 2020

Successfully completed a six weeks online certified training on UI/UX Design. The training consisted of Design Basics, Design with Figma, Creating your Design System, Design a Finance App of your own, Convert your Figma design into a native iOS & Android App and What to do Next modules. In the final assessment, I scored 69% marks.

Digital Marketing
Internshala Trainings, Online

May 2020 - Jun 2020

Successfully completed a six weeks online certified training on Digital Marketing. The training consisted of Blogging & Web Analytics, Search Engine Optimisation, Email Marketing, Inbound and Content Marketing, Online Advertising - Search, Displa y and Video, Mobile Marketing and Social Media Marketing - Platforms, ORM & Automation modules. In the final assessment, I scored 66% marks.

SKILLS

English Proficiency (Spoken)
Advanced

English Proficiency (Written)
Advanced

MS-Office
Advanced

MS-Excel
Advanced

MS-PowerPoint
Advanced

Digital Marketing
Intermediate

Figma
Beginner

Adobe Illustrator
Beginner

Adobe XD
Beginner

Client Relationship
Advanced

HTML
Beginner