

ABOUT ME

"Results-driven and highly motivated professional with 10 years of experience in Govt. & Pvt. Sector. Proven track record of success in Staff Management and challenging Job role situations. Skilled with AI (Artificial intelligence) with a strong ability in Administration & Staff Management. Excellent problem-solving and conventional skills. Committed to delivering exceeding expectations. Seeking an opportunity to contribute my expertise in Admin / Staff Management to a dynamic and growth-oriented organisation."

JOBS EXPERIENCE

2021- 2025

Labour Bureau, Govt of India (AQEES)

State Supervisor (Tripura, Assam, Sikkim)

2017 - 2021

Orion Edutech Pvt Ltd. (DDUGKY)

Business Development Managers.

2015 - 2017

Vodafone, Agartala Zone

Jr. Business Development Associate.

SKILLS

- Leadership Skills.
- Fast Learner.
- Customer Service.
- Ability to work under pressure.
- Ability to work in a Team.
- Communication skills.
- Hard-working.
- Computer skills with AI (CISCO & IIT Bombay)
- Project Management.
- Time Management.
- Critical Thinking.

LANGUAGES

- English
- Bengali
- Hindi
- Harianvi

MANNA DAS



PERSONAL INFORMATION

S/O- Shri Sunil Ch. Das



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Tripura (W), 799009



05-Jan-1992



EDUCATION

2007

Matriculation

Kulai Class XII School

2011

Higher Secondary

Kulai Class XII School

2011 - 2013

Bachelor of Arts

Tripura University

2013 - 2016

BCA

IGNOU