

# Saikat Das

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## Professional Summary

Detail-oriented **Computer Trainee & Research Assistant** with hands-on experience in **computer hardware, networking, technical support, website development, and data management**. Recently completed a **Diploma in Computer Hardware and Networking**, strengthening skills in system troubleshooting, installation, and network basics. Reliable, organized, and eager to grow in IT support and networking roles.

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## Work Experience

### Computer Trainee & Research Assistant (CTRFPF)

CSSSC | *July 2022 – Present*

- Provided technical support for **operating system and software installation & configuration**
  - Installed and troubleshot **computer hardware and peripherals**
  - Assisted with **basic networking tasks** (LAN setup, connectivity checks)
  - Designed, developed, and maintained **websites**
  - Read and analyzed source documents such as **bank statements and bills**
  - Entered, compiled, sorted, and verified data using **Microsoft Excel**
  - Maintained records and assisted in **account management**
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## Education & Qualifications

**Master of Arts (M.A.) in Political Science – Pursuing**  
Rabindra Bharati University, Kolkata, West Bengal

### **Diploma in Computer Hardware and Networking**

National Institute of Electronics & Information Technology, Jadavpur | **2025**

**Bachelor of Arts (General Pass) – 60%**  
Serampore College, Serampore, West Bengal | **2021**

**Higher Secondary (12th) – 77%**  
Surendranath Vidyaniketan, Sheoraphuli, West Bengal | **2018**

**Secondary (10th) – 65%**  
Surendranath Vidyaniketan, Sheoraphuli, West Bengal | **2016**

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## Certifications & Training

- Certificate in **Computer Programming** – Ramakrishna Mission Shilpamandira Computer Centre
  - **Diploma in Computer Application** – Brain Power Computer Academy
  - **Advanced English Course** – Ramakrishna Mission Institute of Culture, Golpark
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## Key Skills

- **Hardware:** PC assembly, troubleshooting, peripherals
  - **Networking:** LAN basics, cabling, IP fundamentals, connectivity troubleshooting
  - **Operating Systems:** Windows, Linux
  - **Office Tools:** Microsoft Office, LibreOffice
  - **Web Technologies:** HTML, CSS
  - **Documentation:** LaTeX
  - **Data Handling:** Excel, data verification, record maintenance
  - **Other:** Basic knowledge of A.I.
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## Languages

- **Bengali:** Native
  - **Hindi:** Fluent
  - **English:** Conversational
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## Personal Information

- **Date of Birth:** 14 September 2000