

JAYANTA BORO

+91 9864421040/ +91 9957931861
jayantaboro30@gmail.com
Vill- Jajikona, PO- Madhukuchi,
PS- Rangia, Dist.-Kamrup, Assam,
Pin- 781354

Date of Birth : 01/01/1988
Gender : Male
Marital Status : Married



EDUCATION

High School | Year 2004
Lokpriyo Bordoloi High School,
Jajikona, Rangia, Kamrup, Assam

EXTRA CERTIFICATION

DCA | Year 2006
Matrix Computer, Guwahati, Assam

SKILLS

- Ability to Work in a Team
- Ability to Multitask
- Data Entry
- Adobe Photoshop
- Canva
- Microsoft Office Word
- Microsoft Excel
- Microsoft Power Point
- PC Assembly & Installation

LANGUAGES

- Hindi
- English (Average)

CAREER OBJECTIVE

Thoughtful leader with strong analytical and problem-solving abilities to drive business results. Have full ownership of strategic thinking to identify and capitalize on opportunities for growth and efficiency. Keen ability to analyze complex data and develop effective solutions to problems. Deliver symmetry with forward-thinking organizations that strive for meaningful impact.

EXPERIENCE

- PARTNERSHIP BUSINESS,**
M/s SRIDWAR, North Guwahati
FEBRUARY, 2023 - PRESENT

 - Packaging and Marketing of Joha Rice, Tea Powder, Turmeric (Haldi) Powder and Black Pepper.
 - Managing the Business.
 - Contributing to the Business.
 - Being Personally Responsible.
 - Resolving Disputes.
 - Financial Management.
 - Accounting.
 - Stock Records Management.
 - Official Documentation Management.
- ASSISTANT DEVELOPMENT OFFICER,**
ABM AgriIndustry& Research Pvt. Ltd., North Guwahati
AUGUST, 2021 – JANUARY, 2023

 - Project Support.
 - Data Collection and Analysis.
 - Grant and Proposal Writing.
 - Report Writing.
 - Coordination.
 - Compliance and Reporting.
- ASSISTANT STORE MANAGER cum CASHIER,**
Ganesh Departmental Store, North Guwahati
JANUARY, 2016 – JULY, 2021

 - Communication
 - Inventory control
 - Customer relations
 - Ensuring the store meets all safety standards
 - Maintaining a safe and clean work environment
 - Reviewing daily sales reports
 - Maintaining an online presence and interacting with the public via social media
 - Operating cash registers
 - Handling cash transactions
 - Providing customer service
 - Maintaining records
- OFFICE ASSISTANT,**
UN Academy, Hachang, Kamrup
JANUARY, 2012 - DECEMBER, 2015

 - Front Desk Management.
 - Record Keeping.
 - Student and Parent Support.
 - Administrative Support.
 - Supplies and Inventory.
 - Financial Transactions.
 - Technology Support.
 - Compliance and Reporting.
 - Communication.
- OFFICE EXECUTIVE,**
Anant Holidays, Paltan Bazar, Ghy-8
APRIL, 2008 – OCTOBER, 2010

 - Front Desk Management
 - Record Keeping
 - Accounting
 - Flight & Train e-Ticketing