

RAVI DAS

Phone: +91-9876543210 | Email: ravidas@example.com

Address: House No. 12, ABC Nagar, Guwahati, Assam - 781001

Career Objective

To obtain a responsible position in a reputable organization where I can utilize my skills and knowledge for the growth of the company and my personal development.

Educational Qualifications

Qualification	Institution/Board	Year of Passing	Percentage
Bachelor of Arts (BA)	Gauhati University	2023	75%
Higher Secondary (HS)	AHSEC (Cotton College)	2020	80%
HSLC	SEBA (Govt. High School)	2018	85%

Work Experience

Sales Executive, ABC Pvt. Ltd., Guwahati (July 2023 – Present)

- Assisted customers with product selection and queries.
- Increased monthly sales by 15% through effective communication and customer handling.

Skills

- Proficient in MS Word, Excel, PowerPoint
- Assamese Typing
- Strong verbal and written communication
- Team collaboration and time management

Languages Known

Language	Proficiency
Assamese	Fluent

Hindi	Fluent
English	Good

Personal Details

Father's Name: Mr. Hari Das

Date of Birth: 15th March 2002

Gender: Male

Nationality: Indian

Marital Status: Single

Religion: Hindu

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Place: Guwahati

Date: 6th May 2025

Signature:

Ravi Das