

Shubhojit Mitra

Student

Highly skilled Typist delivering high word count per minute. Seasoned clerical employee talented in spotting typographical errors and producing high-quality documents. Organized worker with pride in professional work.



Work History

2022-12 -
Current

Online Typist

Freelancer, Patrasayer

- Typed legal briefs, reports and court petitions using correct legal format and design guidelines for documents.
- Transcribed meeting minutes into digital format and stored in data repository.
- Typed official correspondence and reports from handwritten notes and other information sources.
- Prepared statistical reports with relevant company data and statistics.
- Organized and maintained precise confidential personnel files.
- Completed basic calculations and formulas to verify data accuracy prior to entry.
- Organized and prioritized proofreading, spell checking, document filing and data entry.

Contact

Address

Patrasayer, India 722206

Phone

08388027001

E-mail

mitrarihon001@gmail.com

Skills

Proofreading and editing

Excellent grammar

Accurate

Strong reading talents

Written Communication

[Type] Software Proficiency

Education

2015-01 -
Current

Higher Secondary: Science Education

Krishnanagar High School - Krishnanagar, Bankura

Languages

English ●●●●●○
Advanced
(C1)

German ●●●●○○
Upper
intermediate
(B2)

Italian ●●●○○○
Intermediate
(B1)

Hindi ●●●●●●
Bilingual or
Proficient
(C2)