



DIPTANU DAS

EXPERIENCE

Institute for Career Advancement

Agartala, Tripura

Assistant Instructor

06/2024 - 01/2025

Institute focused on enhancing career opportunities and educational development.

- Successfully coordinated and assisted in the execution of key projects, including the Bamboo Mission Project and PM Shri Schools Project.
- Provided comprehensive administrative support to the manager, streamlining operations through efficient data entry, file management, and clerical work.
- Mentored and trained new employees, fostering a collaborative and high-performing team environment.
- Contributed significantly to the delivery of impactful career guidance programs for students across various schools in Tripura.

A.D Nagar, R.D

(Panchayat),

Agartala, Tripura

05/2023 07/2023

Panchayat Raj Training Institute

Intern

An institution aimed at enhancing the skills and knowledge in management and governance.

- Conducted a survey and study to increase access to quality education for marginalized communities.
- Conducted detailed research, including literature reviews, to gain in-depth knowledge on the topic.
- Prepared an authoritative analytical and descriptive report on the findings of the project.

PWD Tripura

Agartala, Tripura

Graduate Apprentice

04/2022 - 04/2023

Public Works Department responsible for civil infrastructure development.

- Learned various aspects of civil engineering, including plastering, brickwork, levelling work, RCC work, and executing curing process.

Vardhan Consulting Engineers

Virtual

Engineering Intern

07/2020 - 08/2020

Consulting firm specializing in civil engineering and project management.

- Submitted a detailed report on cost and benefit analysis of green building for a series of flats in Gurgaon area.

EDUCATION

Tripura University

Agartala, Tripura

Master of Business Administration - MBA in
Marketing & HR - 7.87

11/2022 - 07/2024

Techno College of Engineering

Agartala, Tripura

Bachelor of Technology - BTech in C.E - 7.87

08/2017 - 09/2021

CONTACTS

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Agartala, Tripura

STRENGTHS

Technical Skills

Proficient in Microsoft Office tools, R-Studio, Tora, SPSS, and other software applications essential for project management and data analysis.

Other Skills

Strong communication, analytical and research skills complemented by adaptability, time management and professionalism.

KEY ACHIEVEMENTS

Future Proof Hackathon Participation

Lead team to develop innovative COVID-19 mask solution at Techno India University's Future Proof Hackathon, reaching the final round (25 teams).

Ad-making and Debate Competitions

Lead and participated in ad making and debate competitions at Tripura University, honing communication and persuasive skills.

SKILLS

Data Entry · EXCEL ·

google meet · google workspace ·

Microsoft Office · Piktochart · powerpoint ·

r-studio · SPSS · Team Leadership