



Mrinalini Das

Freelancer

Searching for a solid, purposeful work in an organization which can add to my overall well-being, along with fulfilling my needs to grow as an holistic individual, bringing some strong financial support as well. In turn, I can present my ability to work hard, my skills and determination, which would bring some great work on the table. The success of the company would be equivalent to the success of my own self.

Contact

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Vardaan Apartment, Block-D,

Dilshad Colony, Delhi-110095

Education

2014

B.A. (HONS.) ENGLISH LIT.

Delhi University

2017

B.ED (2-year Integrated Prog.)

Guru Gobind Singh

Indraprastha University

Skills

- MS Word
- MS Excel
- MS Powerpoint
- ChatGPT 4
- Detail Oriented
- Keen Observer & Quick Learner

Languages

English

Hindi

Bengali

Relevent Experience

○ 2014-2015

HCL Technologies I Noida Sec-63

Junior Product Engineer

Handled the general broadband-related queries and complaints of customers from the Great Britain (UK) on call. The skills I acquired here was, problem-solving, individual responsibility and open communication.

○ 2020-2020

DPS Gaya I Gaya, Bihar

Assistant Teacher

Have fond memories of DPS Gaya as an Assistant Teacher, where I mingled with young minds and teachers from across the country.

○ 2022-2022

ML International Books I Daryaganj, Delhi

Proofreader

As a Proofreader, my meticulousness worked as a boon. Learnt about the printing and publishing procedure of Medical Books. I also learnt how to focus on work in the midst of a hectic schedule.

○ 2022-2022

BigFluencer Marketing I Noida Sec-18

Content Writer (Technical)

Worked as a Technical Writer for SEO-based Blogs. Got accustomed to terms like Metaverse, Digital Marketing, Google Analytics, Key Words and Grammarly.

○ 2023-2024

Kartik Industries I Jhilmil Industrial Area, Delhi

Executive Assistant

An an EA to the Director of the Bath Fittings company, I was given the opportunity to work closely with both white-collar & blue-collar employees. Managed the calender & schedules of the Director. Co-ordinated with the different departments ranging from Assembling, to Production, to Packaging and finally the Dispatch. It was a valuable & fun experience.

○ 2024-2024

Advika Translations I Netaji Subhash Place, Delhi

Project Manger

Worked as a Translator/Interpreter of various Legal as well as Official documents, cross-checked documents for errors and missing content & wrote articles for the agency.

Interests

