



SHOUROB BISWAS

PHONE

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Vill: Dakshin Bagha , Post office : Bagha
– 3166, Golapgonj, Sylhet

SKILL

- Data Entry & Data Management
- Web Research & Data Collection
- Microsoft Excel (Data Formatting, Sorting, Filtering)
- Google Sheets
- Copy Paste & Data Cleanup
- PDF to Excel / Word
- Email & Contact Information Research
- Remote Work Tools (Google Drive, Email, Zoom)
- Bangla & English Typing (Medium Speed)
- ATS and Modern CV Design
- Canva (Basic Design – Social Media Posts & simple Layouts)
- Adobe Photoshop (Basic Editing & Design)
- Adobe Illustrotor (Logo & Shape-Basic)

SOFT SKILL

- Communication
- Creativity
- Time management
- Teamwork

LANGUAGES

- **Bangla** – Native **English** - Good (Typing & Communication)

PROFILE

Motivated and detail-oriented fresher with basic graphic design and professional data entry skills. Currently working as a remote Data Entry Operator at Nation IT Limited. Seeking an opportunity to grow my career by contributing accuracy, creativity, and dedication in a professional work environment.

WORK EXPERIENCE

Nation IT Limited

10-12-2025 – Present

- Performing accurate data entry tasks for online projects
- Collecting and organizing data using Google Sheets & MS Excel
- Maintaining data quality and meeting daily targets
- Following project guidelines and deadlines strictly
- Working remotely with team coordination

EDUCATION

Sylhet Governmnet College *running 1st year*

B.A (Philosophy, Political Science, History & Culture of Islam

Hazi Abdul Ahad High School & College 2023

H.S.C

Result: GPA :3.58 out of 5.00

Hazi Abdul Ahad High School & College 2021

S.S.C

Result: GPA :3.67 out of 5.00

TRAINING

- **Bagha Digital Computer Training Center**
Graphic Design Course
(Photoshop & Illustrator – Basic)
- **Nation IT Limited**
Data Entry Course