



# DIPANJAN CHOWDHURY

**Date of birth:** 28/01/1999    **Nationality:** Bangladeshi  
**Present Address:** House no.15, Munshipara, Sylhet 3100, Bangladesh  
**Permanent Address:** Keshabpur, West Para, Kalmakanda, Barakapon-2430, Netrokona.  
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## Work Experiences

02/2023-11/23  
Sylhet, Bangladesh.

### DATA ENTRY OPERATOR INVERSE.AI

- Entering customer or client information into a database.
- Creating and updating spreadsheets and other documents.
- Transcribing data from physical documents into digital formats.
- Verifying the accuracy of data entered into a system.
- Resolving discrepancies or errors in data.

10/2020- 10/2021  
Sylhet, Bangladesh.

### Unit Manager ALPHA ISLAMI LIFE INSURANCE LIMITED.

Duties & Responsibilities:

- Maintaining and Increasing Sales.
- Reaching Targets and Goals.
- Market Analysis & Increasing Business Opportunities.
- Recruiting and Training Sales Staff.
- Monitoring Field Force (Responsible for a team of 88 people) Performance as a team leader.
- Maintaining and Expanding Customer Base.
- Compiling and Analysing Sales Figure, Reporting to seniors.



## Strengths

1. Excellent Communication Skills Ability to communicate clearly and effectively with guests, clients and colleagues both verbally and in writing.
2. Customer Service Orientation: Strong focus on providing exceptional customer service, including handling inquiries, complaints and requests promptly and professionally.
3. Organizational Skills: Capable of managing multiple tasks simultaneously, prioritizing responsibilities and maintaining a well-organized front desk area.
4. Attention to Detail: Diligence in performing administrative tasks such as maintaining records, processing payments and accurately entering data.
5. Problem Solving Abilities: Aptitude for resolving issues or conflicts that arise, finding solutions quickly and escalating complex matters as needed.
6. Professionalism: Consistently presenting oneself in a professional manner, including adhering to dress codes, maintaining confidentiality and upholding company policies.
7. Multitasking skills: Ability to handle a high volume of tasks efficiently, such as answering phones, greeting visitors, managing reservations and assisting with administrative duties simultaneously.
8. Tech Skills: Proficiency in using computer software and office equipments, including Microsoft Office, emails, word processing, spreadsheet programme, Illustrator and Photoshop.
9. Interpersonal Skills: Comfortable interacting with individuals from diverse backgrounds, fostering positive relationships and creating a welcoming environment for clients.
10. Adaptability: Flexibility to adjust to changing priorities and schedules, handling any difficult situations.



## Education

01/2019 - 07/2023  
Sylhet, Bangladesh.

**COMPUTER SCIENCE AND ENGINEERING (CSE). B.Sc(HONS)**  
**LEADING UNIVERSITY**

CGPA.2.89 OUT OF 4.00

01/2016 - 12/2017  
Sylhet, Bangladesh.

**HIGHER SECONDARY SCHOOL CERTIFICATE (H.S.C)**  
**THE SYLHET KHAJANCHI BARI INTERNATIONAL SCHOOL & COLLEGE.**  
CGPA.3.17 OUT OF 5.00

01/2004 - 12/2015  
Sylhet, Bangladesh.

**SECONDARY SCHOOL CERTIFICATE(S.S.C.)**  
**THE SYLHET KHAJANCHI BARI INTERNATIONAL SCHOOL & COLLEGE.**  
CGPA.4.11 OUT OF 5.00



## IELTS

IELTS SCORE : 6

(No band less than 5.5)



## Skills

COMPUTER SKILLS

MS Office

Adobe Illustrator

Photoshop

InDesign



## Hobbies



Exploring distant lands.



Getting lost in a good book.



Capturing moments.



Feeling the music.



every kind of sports.



## Reference

**Arnak Das Gupta**

**INVERSE.AI**

HR Manager

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**Ashish Kumar Kar**

**ALPHA ISLAMI LIFE INSURANCE LIMITED**

Branch Manager

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