

# SHUVRADEVNATH

I am eager to explore the opportunity to perform at your esteemed organization. Joining your competitive corporate environment will be a new and exciting experience for me, and I am confident that it will enhance my skills in handling diverse tasks. My unique blend of experience and accomplishments positions me to contribute effectively to your team.

## EXPERIENCE

### Wisdom Kingdom International School (English Version) — Teacher

20 August 2023 – Till Now

Mathematics Teacher

### Bangladesh Bureau of Statistics — Data Entry Operator

27 November 2016 – 31 December 2022

National Household Database Project (NHD)

## EDUCATION

### National University, Bangladesh — Master of Science

June 2013 – December 2014

Session: 2010-2011, Result: Second Class

Department of Mathematics

### National University, Bangladesh— B.Sc. (Honors)

July 2008 – September 2012

Session: 2006-2007, Result: Second Class

Department of Mathematics

## CERTIFICATION

### Google, Data Analytics Professional Certificate

December 2022 - May 2023, Online

### IBM, Excel Basics for Data Analysis

6 January 2024, Online

### University of Michigan, USA, Python for Everybody (Getting Started with Python)

9 April 2024, Online

### Shahjalal University of Science & Technology (SUST), Sylhet, Cisco Certified Network Associate (CCNA)

31 August 2009 – 10 April 2010

## CONTACT



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Bazar-3100, District: Sylhet,  
Bangladesh.

## SKILLS

- Office Management
- Python Programming
- R programming, SQL
- Data Entry and Analysis
- Document Preparation (Reports, Presentations, Correspondence)
- Customer Service
- Meeting Coordination
- Multitasking
- Time Management
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

## ENGLISH PROFICIENCY

IELTS—UKVI, OVERALL: 5.5

## ABOUT ME

Skilled administrative professional excelling in office management and communication. Adaptable to fast-paced environments, committed to excellence. Seeking to contribute expertise to drive organizational success.