



PRANTOR CHOWDHURY

About Me

I am a punctual, motivated individual who thrives in fast-paced environments while maintaining high standards of work. A collaborative team player, I adapt well to diverse instructions and foster strong working relationships. With exceptional reliability and time management skills, I consistently meet deadlines and exceed expectations.



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Amborkhana, Sylhet 3100

LANGUAGE

- English (Basic)
- Bengali (Fluently)
- Sylheti (Fluently)

EXPERTISE

- Management Skills
- MS word, MS excel
- Digital Marketing
- Data Entry
- Adobe Illustrator
- Adobe Photoshop
- Photography
- Leadership

EXPERIENCE

Nagree Publications **Sylhet Bangladesh** **2017 - 2018**

I served as an Office Manager, Book Publisher, and Computer Operator, overseeing a range of administrative, publishing, and technical responsibilities.

Reya Trade International **Sylhet Bangladesh** **2018 - 2023**

I held the role of Management Informer for an extended period, in addition to supervising field representatives as the Monitoring Manager. I also worked as a Data Entry Specialist and contributed to graphic design projects within the organization.

ITChum **Sylhet Bangladesh** **2023 - 2024**

As a Data Entry Specialist, I managed and inputted large volumes of data with precision, ensuring accuracy and consistency. I utilized advanced software tools to process, verify, and organize information, while collaborating across teams to optimize workflows and meet tight deadlines.

EDUCATION

The Aided High School Secondary School Certificate 2010

Sylhet Science College Higher Secondary School Certificate 2012