



Prodip Kumar Sutradhar

Bachelor of Business Administration



01837343991



prodipkumar487@gmail.
com



Bamonbag, Ratanpur,
kaliakair, Gazipur

EDUCATION

BBA-Accounting

National University | 2017 - 2021 |

CGPA: 2.98/4.0

HSC-Business studies

Konabari Degree College, Konabari | 2017 |

GPA: 3.67/5.0

SSC-Business studies

Ratanpur Hazi Anwar Uddin High School

| 2015 | GPA: 3.94/5.0

LANGUAGE

- Bangla (Native)
- English (Intermediate)

ABOUT ME

I am an organized and reliable professional with 6+ years of experience as an Assistant Teacher, specializing in administrative support, record keeping, coordination, and communication. I am seeking an assistant-level or office-related position where I can contribute my organizational and office skills to support daily operations.

WORK EXPERIENCE

Assistant teacher

Ratanpur Adarsha Biddaniketon, Ratanpur

1st January 2020 - 25 May 2026

- Maintained and organized student records, attendance sheets, and reports
- Assisted management with daily administrative and office tasks
- Coordinated schedules, meetings, and classroom activities
- Handled communication with parents, staff, and senior teachers
- Prepared notices, documents, and internal reports
- Supported smooth day-to-day operations

KEY SKILLS

- Administrative Support
- Office Coordination
- Record Keeping & Documentation
- MS Word, Excel, Google Docs
- Quick learner
- Scheduling & Time Management
- Data Entry
- Customer / Parent Handling
- Efficient internet research and online information gathering