

ABU MUHTADI CHOWDHURY

KEY SKILLS

COMMUNICATION

- FLUENT WRITTEN ENGLISH
- FLUENT SPOKEN ENGLISH
- EMAIL COMMUNICATION
- PHONE ETIQUETTE

ADMINISTRATIVE

- DATA ENTRY
- CALENDAR MANAGEMENT
- SCHEDULING
- INTERNET RESEARCH
- FILE ORGANIZATION

SOFTWARE

- MICROSOFT WORD
- MICROSOFT EXCEL
- MICROSOFT POWERPOINT
- GOOGLE DOCS
- GOOGLE SHEETS
- GOOGLE SLIDES
- GMAIL
- GOOGLE DRIVE
- ZOOM / MEET
- AI TOOLS

CONTACT

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🌐 <https://www.linkedin.com/in/chowdhurymuhtadi/>

PROFILE INFO

Detail-oriented and reliable Virtual Assistant with strong written and spoken English communication skills. Proficient in Microsoft Office, Google Workspace, internet research, data entry, Social Media Management and administrative support. Quick learner with excellent time management and problem-solving abilities.

EDUCATION

MURARI CHAND COLLEGE, SYLHET
2023 – PRESENT

BSC (HON'S) IN STATISTICS

SYLHET GOVERNMENT COLLEGE, SYLHET
2020 – 2022

(HIGHER SECONDARY)

ACHIEVEMENTS

PUBLIC SPEAKING WORKSHOP:

Successfully completed the 'Public Speaking Workshop-2024' organized by Murarichand College Debating Society.

SMART SPOKEN ENGLISH:

Obtained 'A+' after completing a 10 week course in English language from renowned institution.

ADDITIONAL INFORMATION

- 24/7 uninterrupted internet connection.
- A good laptop.
- 20+ hours/week working capability.