



SHUVO PROSAD DHAR

**IT Support, Analyst, Accountant &
Administrative Assistant**

About Me

Efficient Administrative Assistant with a Computer Science degree and a solid foundation in Management, Data Analysis and IT support. Adept at optimizing workflows, managing schedules, and enhancing team collaboration. Passionate about leveraging my technical skills to drive operational excellence and support organizational success.



+974 - 70928939



**shuvoprosad430@gmail.com
shuvodhar700@gmail.com**

<https://www.linkedin.com/in/shuvo-prosad-20bb7a216/>

Doha, Qatar



QID: 30005013370

EDUCATION

Southwest Petroleum University

Chengdu, China

Bachelor of Computer Science & Technology

Sep. 2019 - June 2023

CGPA : 3.40 (83%)

EXPERTISE

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Finance & Account Support
- IT Management Skills
- Multi-tasking
- Time Management
- IT Problem-solving
- Handle Confidential Information
- Data Analyst
- Communication
- Leadership

EXPERIENCE

Maeen Car Upholstery Company.

Old Murra, Salwa Rd, Qatar

Accountant & Operation Officer

Feb. 2025 - Until

SEBPO

8 Abbas Garden Rd, Dhaka 1206

Data Analyst

Jan. 2024 - Feb. 2025

- Business & Financial Data aggregation & analysis
- Enhanced due diligence
- Data quality assurance & Specialized reporting

Shenzhen DuraPower Intelligence Technology Co.

Shenzhen, China

IT Executive & Traders

Dec. 2022 - May 2023

- Assist in the maintenance and administration of IT infrastructure components.
- Participate in vulnerability Accounts & Financial assessments and penetration testing.

SKILLS SUMMARY

- Assist with project management tasks and support various financial business initiatives as needed.
- Provide administrative support including billing, managing schedules, organizing meetings, and maintaining files.
- Strong attention to detail and commitment to producing high-quality work.
- Good knowledge of IT support concepts, including troubleshooting and customer service.
- Ensure data quality and integrity through effective data management practices.
- Google Workspace (Docs, Sheets, Slides, Gmail)

LANGUAGE

- **English**
- **Bengali**
- **Hindi**



西南石油大学
SOUTHWEST PETROLEUM UNIVERSITY

毕业证书

SHUVO
PROSAD DHAR, 男, 2000年4月27日生。

于2019年9月至2023年6月在本校

计算机科学与技术专业

四年制本科学习, 修完教学计划规定的全部课程,
成绩合格, 准予毕业。



校名: 西南石油大学 校长:



张烈辉

证书编号: 106159202305106000

2023年6月14日



西南石油大學
SOUTHWEST PETROLEUM UNIVERSITY

CERTIFICATE FOR BACHELOR DEGREE

UPON THE RECOMMENDATION OF THE DEGREE AWARDING COMMITTEE

SOUTHWEST PETROLEUM UNIVERSITY

HEREBY CONFERS ON

SHUVO PROSAD DHAR

MALE

BORN ON **APRIL 27, 2000**

THE DEGREE OF BACHELOR OF **ENGINEERING**

IN RECOGNITION OF THE SUCCESSFUL COMPLETION OF THE PROGRAM OF

STUDY PRESCRIBED FOR THE FIELD OF

COMPUTER SCIENCE AND TECHNOLOGY

PRESIDENT

CHAIRMAN OF ACADEMIC DEGREE APPRAISAL COMMITTEE

CERTIFICATE NUMBER **1061542023103273**

JUNE 14, 2023

(ENGLISH COPY)

SE/HRD/EXPERIENCE/2025/780/5374

Date: Mar 25 2025

EXPERIENCE CERTIFICATE

This is to inform whomever it may concern and certify that **Shuvo Prosad Dhar** was an employee of **ServicEngine Limited** as **Analyst**, in the department of **Data Solution and Due Diligence** from **1/23/2024** to **2/7/2025** as per the company's employment record. The employee does not have any further obligation to the Company.

During his/her employment, we found **Shuvo Prosad Dhar** to be professional, knowledgeable, and result-oriented with his/her responsibilities and practical understanding of work requirements.

Please feel free to contact us if you have a specific question regarding his/her employment.

Regards,



Abubakar Siddique
Manager
Human Resources Department
ServicEngine Limited
Office: +880 9606221814
E-mail: abubakar.siddique@sebpo.com

CERTIFICATE OF COMPLETION

SHUVO PROSAD DHAR

has successfully completed the online course:

Introduction to ITIL® V4

This professional has demonstrated initiative and a commitment to deepening their skills and advancing their career. Well done!

3rd May 2025

Certificate code :8293252



Krishna Kumar
CEO, Simplilearn



CERTIFICATE OF COMPLETION

SHUVO PROSAD DHAR

has successfully completed the online course:

Introduction to Computer Networking

This professional has demonstrated initiative and a commitment to deepening their skills and advancing their career. Well done!

4th May 2025

Certificate code :8296958



Krishna Kumar
CEO, Simplilearn



CERTIFICATE OF COMPLETION

SHUVO PROSAD DHAR

has successfully completed the online course:

Digital Security Fundamentals

This professional has demonstrated initiative and a commitment to deepening their skills and advancing their career. Well done!

6th May 2025

Certificate code : 8298629



Krishna Kumar
CEO, Simplilearn

