



# PRANTA DATTA

## CUSTOMER SERVICE

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Uum ghuwailina ,Doha ,  
Qatar

### ABOUT ME

People-oriented and motivated individual with strong communication skills and a positive mindset. Academic background in science and computer science with practical computer and digital skills. Quick learner, adaptable and confident in working with people from diverse backgrounds. Seeking an opportunity in customer service, office support, or administrative roles where I can contribute my communication skills, computer knowledge, and positive work ethic.

### PERSONAL STRENGTHS

Friendly and confident personality.

Positive attitude and strong work ethic.

Comfortable working with people from different cultures.

Motivated to learn and grow.

### LANGUAGES

Bangla (Expert)

English (Expert)

Hindi (Good)

### KEY SKILLS

- Microsoft Excel (Basic formula, Data entry).
- Computer typing (Fast and accurate).
- Database management, SQL server (Basic queries).
- AI tools (ChatGPT, Excel automation, email drafting).
- Office documentation, email handling and basic reporting.

### EDUCATION

#### HIGHER SECONDARY CERTIFICATE (SCIENCE) 2019 - 2021

Chattogram City corporation  
Municipal School and College.

- GPA : 4.25

#### BSc computer Science and Engineering (Incomplete 6 semesters completed)

Completed 6 semesters;  
unable to complete graduation  
due to family financial  
constraints.

### EXPERIENCE

#### Academic and Practical projects - BSc in CSE

- Database projects using SQL.
- Reports and presentations with MS Excel and Word.
- Team-based academic tasks.
- Strong problem-solving and time management skills.