

CURRICULUM VITAE: MR. PROSISH SUTRADAR

Personal Information

Present Employer : **A Ultra Abseil Building Cleaning Services LLC
(2021-Present)**
Present Position : **Operations Coordinator/Admin/HR**
Nationality : **Bangladeshi**
Date of birth : **15 Feb 1994**
Religion : **Hindu**
Home : **Marina Suites Building, Al Barsha
Dubai, United Arab Emirates**
Contact : **+971 54 545 1727, Email: prosishs@gmail.com**



Education, Qualifications & Membership of Professional Bodies

- Higher Secondary Certificate (HSC in 2011)
Business Studies, Kabirhat Government College
Comilla, Bangladesh
- Secondary School Certificate (SSC in 2009)
Business Studies, Karam Box Adarsha High School
Comilla, Bangladesh
- Have a good command in computer literacy especially in computer basic & operating system, Tally.ERP9, Service CEO, Microsoft Word, Excel, Networking operating & Internet Access & Software Installation.

Overseas Experience & Capabilities

- Company : **A ULTRA ABSEIL BUILDING CLEANING SERVICES LLC**
Location : **Sheikha Noora Tower, Al Barsha Heights, Dubai, UAE**
Year : **April 2020 - Present** (Valid until 16-04-2025)
Position : **Operations Coordinator/HR/ADMIN**
- Driving license : **Light Vehicle (3)**
Place of Issue : **Dubai – UAE**
Date of Issue : **20-11-2024**
- Company : **Cheung Woh Technologies SDN.BHD**
Location : **Penang, Malaysia**
Year : **2017-2020**
Position : **Machine Operator/Line leader**
- Company : **SR Telecom & Computers - Feni, Bangladesh**
Year : **2012-2016**
Position : **Salesman/Accountant**

Language proficiency:

- Bengali (Mother tongue)
- English (Excellent command over in speaking, reading & writing)
- Other's Language - Hindi, Urdu & Malay (Malaysian)