

Job Title: Executive - Operations

Company: Adorsho PraniSheba Limited

Location: Bangladesh

Employment Type: Full-time

Last Date of Apply: **13 February, 2026**

Apply Link: <https://forms.gle/mjx4qNnrnDY5rrVH7>

Company Website: <https://www.pranisheba.com.bd/>

Salary Range: 20k-25k (Depending on the Skill)



Job Summary

Adorsho PraniSheba Limited is seeking a detail-oriented and technically capable Executive- Operations to assist in daily operational activities and data-driven tasks. The role involves working extensively with Microsoft Excel, basic automation tools, and simple Python scripts to support reporting, data analysis, and office operations. The ideal candidate will ensure data accuracy, support internal teams, and contribute to efficient workflow management.

Key Responsibilities

- Prepare, update, and maintain operational and management reports using Microsoft Excel
- Analyze and summarize data using pivot tables and advanced Excel features
- Use VLOOKUP and XLOOKUP functions to retrieve, cross-verify, and validate data
- Develop and utilize Excel macros to automate repetitive tasks and improve efficiency
- Apply standard Excel functions such as SUM, IF, COUNT, AVERAGE, and related formulas
- Use basic Python scripts for simple data processing, automation, and handling tasks
- Ensure data accuracy, consistency, and proper documentation across all records
- Support data entry, record keeping, and file management activities
- Assist with basic technical support and troubleshooting related to software, systems, and data
- Coordinate with internal teams and management to support operational requirements
- Perform additional tasks and responsibilities as assigned by supervisors

Required Skills and Qualifications

- Strong working knowledge of Microsoft Excel
- Practical experience with macros, pivot tables, VLOOKUP, and XLOOKUP
- Basic knowledge of Python programming for data handling and automation
- Fundamental technical understanding of software, systems, and data management
- High level of attention to detail and accuracy
- Ability to manage multiple tasks and meet deadlines
- Good communication and coordination skills
- Ability to work independently as well as in a team environment

Educational Qualification

- Bachelor's degree in any discipline

Why Join Adorsho PraniSheba Limited?

- Opportunity to work in an innovative Agri-tech and livestock service organization
- Exposure to data-driven operations and technology-enabled services
- Supportive and collaborative work environment
- Scope for learning, growth, and professional development.