Ali Reza Arju

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Profile

- Extensive professional experience in Database Management, System Administration, IT Support, Requirement & Data Gathering, Data Transformation, Data Modeling, Data Visualization and Analysis.
- Experienced in Documenting and developing the identified Business Process Document (BPD) for internal and external review.
- Good working knowledge of Microsoft Excel like data formatting, using functions and formulas, arranging data on table, connecting sheets.
- Familiarity with pivot tables, Power BI, Tableau, Advanced working knowledge in SQL queries.
- Able to querying and transforming data to compute metrics and inform decisions
- Able to work independently as a team leader under pressure, work on assignments and follow the deadlines.
- Strong verbal and written skills and the ability to work courteously and effectively with the team.

Professional Experiences

Assistant Officer, Data Processing and IT System Management
IFIC Bank Limited (March 2021 – January 2023)

- Maintain and monitor Server and Database of the bank.
- Providing System Support to branch user for Banking Software such as FB Telller, FB Party, Sigcap, TI+, IFIC Amar App.
- Created monthly Currency Transaction Report (CTR), monthly transaction report for DPDC and submitted to Bangladesh Central Bank using Microsoft office.
- Upgrading, installing, and configuring application software and computer hardware.
- Vendor Management for development of banking products.
- Developed complex and optimized SQL queries to analyze business data.
- Collaborating with architecture and operations teams to ensure solution compatibility with company standard.
- Completed installing thermal printers to all the sub-branches and presented to and train multiple branch users on the project developed.
- Developed prepared and analyzed reports with complex analysis and data for management review and presenting to various level of management on Microsoft Excel.

IT Officer
C&T Home Care LLC (October 2020 - March 2021)

- Maintained Company Website and Database using PHP, HTML, CSS, Bootstrap and SQL.
- Worked as IT Support Engineer, installed windows, Mac and Linux OS in laptop, and desktop, configured IP phone, anti-virus software and Microsoft Office.

Global IT Officer
Human Resocia, Japan. (Feb 2019- March 2020)

- Completed N4 Level Japanese Language Course.
- Maintained databases and learned data gathering, Data wrangling, transformation, data mining, data visualization.
- Worked with data analysis tools such as SAS, Excel, Power BI and Tableau.

- Developed and troubleshoot large complex SQL queries in Big Query.
- Created Profit and Loss Power BI Dashboard for analyzing business growth.
- Developed advanced Excel Dashboard using Power Query and Power Pivot.

Student On Duty.
Independent University, Bangladesh (November 2017 - May 2019)
- Worked as Personal Assistant of University's Head Web Developer.
- Maintained and developed 10+ websites for different departments of IUB.

Education
Independent University, Bangladesh (January 2015 - May 2019)
Bachelor of Science in Computer Science and Engineering | CGPA: 3.03.

Projects Done as Data Analyst
Project - 1 (Freelance Project - Upwork.com)
- **Project Name:** Data Analyst expert - Power BI
- **Client name:** Pawan Pinjari
- **Project Description:** Client provided data in excel sheet. I have performed Data Cleaning via formatting data. Remove duplicate. Append & Marge queries. Replaced wrong values with appropriate ones. Uploaded data into MYSQL to check data by using SQL query. Uploaded data into Power bi to created models and visualization.

Project - 2 (Freelance Project - Upwork.com)
- **Project Name:** Tableau dashboard
- **Client Name:** Kiar Laos
- **Project Description:** Kiar was an University student and facing problem for her school project in Tableau. She hired me for dashboard creation where she provided data using Microsoft Excel. I had to apply some Data Analytics techniques such as Formatting data, Modifying and Creating new columns with the help of If Functions and statements like count If's, filter formulas and pivot table. Created model in Tableau and presented the visualization.

Project - 3 (Freelance Project - Upwork.com)
- **Project name:** Data analytics for patient data
- **Client Name:** Naheed Ali
- **Project Description:** Naheed is working at health care sector of USA since last 11 years. She needed some modification in her excel data sheet therefore she hired me. I have performed Lookup Functions to grab related data into one excel sheet from multiple data sheet. Created some filters to hide unwanted data for the assignment. Created some conditional columns.

Project - 4 (Self Learning Project - Youtube.com)
- **Project name:** Sales Insights [Power BI & SQL]
- **Project Description:** Designed a Power BI dashboard to understand Atliq hardware goods sales trend, The final dashboard was effective at displaying the sales trend of the company allowing users to understand the data and make informed decisions. This dashboard could help in increasing the revenue at least by 7% in the next quarter.
  Data Analytic topics covered - Understanding the problem, Requirement gathering, Data collection, Data preparation, Data Modelling, Dashboard Building, Deployment, Generating insights.

Training and Certifications
- Google Data Analytic Professional Certificate – Coursera.com.
- Advance Excel – Institute of Career Development Bangladesh.