

# Atif Arham



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## ➤ Professional Summary

Motivated BBA undergraduate with strong Excel and data analysis skills, seeking an internship opportunity to apply spreadsheet modeling, reporting, and problem-solving abilities to real-world business challenges. Skilled in advanced Excel functions, pivot tables, and data visualization with a keen interest in finance and business analytics.

## ➤ Education

Bachelor of Business Administration - **American International University-Bangladesh**, Dhaka

Graduation Date: May 2028

Coursework: Business management, financial accounting, principles of marketing, CGPA: 3.35

### **Higher Secondary Certificate (HSC)**

Cambrian College, Dhaka

Year of Completion: 2024

GPA: 3.34

### **Secondary School Certificate (SSC)**

Rupnagar Adarsha uccho biddhaloya, Dhaka

Year of Completion: 2022

GPA: 3.17

## ➤ Skills

- ❖ Excel Proficiencies: VLOOKUP, HLOOKUP, PivotTables, SUMIFS, COUNTIFS, Macros
- ❖ Data Analysis: Data cleaning, sorting, filtering, chart creation, reporting
- ❖ Other Tools: Google Sheets, SQL (basic), PowerPoint, MS Word
- ❖ Soft Skills: Problem-solving, teamwork, time management, attention to detail

## ➤ Experience & Projects

### Business Club – Finance & Analytics Projects

- ❖ Analyzed student survey data using PivotTables and advanced Excel formulas, improving visualization accuracy by 15%.
- ❖ Managed event budget and tracked expenses in Excel, ensuring accurate financial reporting and balanced accounts.
- ❖ Created dashboards to monitor project progress, attendance, and resource allocation for multiple student activities.
- ❖ Academic Project – Market Analysis Report
- ❖ Used Excel to compile and analyze data from 200+ respondents for a marketing research project.
- ❖ Applied functions (SUMIFS, COUNTIFS) to categorize and filter responses, presenting insights with charts and graphs.

## ➤ Personal Details

- Date of Birth : 08<sup>th</sup> July, 2003
- Marital Status : single
- Nationality : Bangladeshi
- Religion : Islam
- Sex : Male
- Father's Name : Mr. Shariful Alam
- Mother's Name: Ms. Humayera Khalida
- Blood group : A+