

**Date: 26.08.2023**

To  
Hiring Manager.

Dear Sir,

I am writing to express my strong interest to your job opening as published in **LinkedIn**.

As a highly motivated professional with diverse backgrounds and a genuine passion for **Data analysis**, I am eager to embark on a new and rewarding career path in the field of data analytics. That is why, I upskilled myself through courses and hands-on projects by manipulating and analyzing large datasets to get insights using tools such as **Power Bi, SQL, Excel, Prompt Engineering, Word, Power Point**, along with acquiring knowledge on **few Domains (finance, healthcare, e-commerce etc.)** and Statistical Analysis like **hypothesis testing, regression analysis and descriptive statistics**. These experiences have not only equipped me with **data cleaning to visualize skills** but have also fostered a deep appreciation for **problem solving, business intelligence and getting the insights** that can be derived from data.

I worked **remotely** during pandemic (Covid-19) in **Brain Station 23 Ltd**, the leading software company in Bangladesh. This experience helped me to build the necessary skills required to work in a remote job setting like **team work**, executing tasks and **developing models independently**, meeting **deadlines**, work in **different time zones**, keep **confidentiality** of financial records, **attention to detail**, availability in need, **communication** etc. My experiences at **National Credit Ratings Ltd** and **Green Delta Securities Ltd**. include communicating with the clients and associated banks, generating and proof checking of reports after proper research and deliver those to both **technical and non-technical stakeholders**, enabling them understand the **data trends** and make informed decision-making. I used to consult with many professionals from diverse backgrounds in my network while carrying out the responsibilities whenever I felt necessary. I also did trade in **forex** and **stock market** where I focused at **identifying patterns, interpreting trends**, finding potential opportunities and drawing actionable conclusions.

Furthermore, I am highly motivated and disciplined to learn different tools, techniques and the latest industry practices in order to grow within the field of data analysis over times. I focus highly on **learning quickly**. At present, I am learning "**Python**" for data analysis.

I have attached my resume for your review, which provides additional details on my background and qualifications. I would welcome the opportunity for a personal interview to discuss all these issues with more details.

Wish you all the best.

Sincerely,

**Ihsan Saleheen**

# IHSAN SALEHEEN

**Address:** 222/1, Rubi Garden-2, Flat No. C-8, Malibagh, Dhaka-1217, Bangladesh.

**LinkedIn:** <https://www.linkedin.com/in/ihsansaleheen/>

**GitHub:** <https://github.com/ihsansaleheen>

**E-mail:** [ihsan.saleheen@gmail.com](mailto:ihsan.saleheen@gmail.com)

**Skype:** Ihsan Saleheen

**Mobile:** +880 1777400702 (WhatsApp also)

## Career Objective:

To work as a Professional Data Analyst and grow rapidly with increasing responsibilities.

## Working Experience:

### Company Name: Brain Station 23 Ltd

**Designation:** Accountant & Audit Executive

**Duration:** From Oct 2019- Feb 2021

#### Job Responsibility:

- Conducted market research on more than **2000** IT company's salary to structure our salary as it consumes more than **80%** of the company's revenue being a service-based company.
- Worked in ESOP (Employee Stock Option Plan) financial modelling, facilitated in companies plan to go in public, made company's cumulative profitability report (CPR) in a more convenient manner, studied annual reports, books, web & other sources to get insight as instructed by the CEO.
- Worked as an intermediary to transfer **8.70%** of the company's ownership between directors.

### Company Name: National Credit Ratings Ltd

**Designation:** Research Officer

**Duration:** From Sep 2018- Feb 2019

#### Job Responsibility:

- Conducted credit rating of **82** companies including SME and Entity
- Maintained relationship with the bankers & the clients for qualitative & quantitative information

### Company Name: Green Delta Securities Ltd.

**Designation:** Assistant Manager

**Duration:** From Jan 2015- May 2015

#### Job Responsibility:

- Prepare research reports on sector and companies of the capital market
- Prepare presentations, bank reconciliation statements and execute payments to clients

## Academic Qualification:

Award	Name of Institute	Year	Discipline	Grade/ Class
MBA	Prime University	2014	Finance	3.96 (Out of 4.00)
BBA	University of Dhaka	2006 (Held in 2008)	Accounting & Information Systems	3.14 (Out of 4.00)

## Achievements:

- Achieved **1<sup>st</sup> Class 1<sup>st</sup>** position in MBA.
- Recipient of Dutch Bangla Bank Merit Scholarship for **4 years** in the graduation level.
- Passed **7<sup>th</sup>** NTRCA teachers registration examination.

### MBA Internship Experience: Royal Gold Private Limited

**Designation:** Executive

**Duration:** From Sept 2013 to Nov 2013

#### Job Description:

- Stored records of business transactions manually and through ERP (Tally) software

## BBA Internship Experience: Bangladesh Development Bank Limited

**Designation:** Internee

**Duration:** From June 2008 to August 2008

### Job Description:

- Understanding the general banking operation and experienced feasibility reports

Relevant Trainings			
SL	Training Name	Trainer/ Organizer	Duration
1	Data Analyst in <b>Power Bi</b>	Data Camp	51 hours
2	<b>Power BI</b> Data Analytics for All Levels	Codebasics.io	17.40 hours
3	Excellence with <b>Excel</b>	Bohubrihi.com	40 hours
4	<b>Excel</b> : Mother of Business Intelligence	Codebasics.io	09 hours
5	Ultimate <b>SQL</b> Bootcamp	MSB Academy	14 hours
6	<b>SQL</b> Beginner to Advanced for data Professionals	Codebasics.io	11 hours
7	Data Analysis	Study Mart	4 months
8	Financial Modeling Master Class	Professional Finance Studies	4 days
9	Financial analysis, planning & budgeting	Udemy.com	23 hours
10	Value investing & Investment Banking	Udemy.com	20 hours
11	Microsoft Office Management	Design Tech IT Academy	3 months
Other Trainings			
1	Internal Auditing	BIM, Dhaka	40 hours
2	Technical Analysis	Eco soft	2 days
3	Technical Analysis	TFX Training	1 month
4	Graphics Design	Creative IT Ltd.	5 months
5	Web Design		5 months
6	Web Development		5 months
7	Ethical Hacking	Arena Web Security	4 months
8	<b>TROYEE</b> (Accounting Software)	IB Corporation Dhaka	1 month
9	Branding for competitiveness	BIM, Dhaka	40 hours
10	Quantum Meditation	Quantum Foundation Bangladesh	4 days
11	Emotional Intelligence	Thrivingskills.com	2 hours

**Specialization:** Data analysis, Financial forecast & Analysis, Valuation, Technical analysis.

**Membership:** Lifetime member of Bangladesh Red Crescent Society & Quantum Foundation Bangladesh.

**Interests:** Technology, Investment (Micro Investor in Dhaka Stock Exchange for **10 years**. Traded in **XM**).

**Soft Skill:** Good Communication and Teamwork (Teaching experience of Accounting & Finance in **SSC** and **HSC** level) and Quick learn & Adapt (skilled in **Prompt Engineering & Google Dorks**).

**Computer Skill:** Microsoft Power Bi, Excel, MySQL, Word, Power Point.

**Language:** Fluent in English and Bengali (Worked as Course Coordinator of Spoken & Written English in "ZOOM Language Training Center").

### References:

<b>1. Md. Nazim Uddin Bhuiyan</b> Professor, Department of AIS, DU. <b>Mobile:</b> +880 01818946368 <b>Email:</b> <a href="mailto:nazim_bhuiyan@yahoo.com">nazim_bhuiyan@yahoo.com</a> <b>Relationship:</b> Academic	<b>2. Raisul Kabir</b> Managing director & CEO, Brain Station 23 Ltd. <b>Mobile:</b> +880 1713458492 <b>Email:</b> <a href="mailto:raisulk@gmail.com">raisulk@gmail.com</a> <b>Relationship:</b> Professional
---	--

"I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE, I AUTHORIZE THE RECEIVER OF THIS RESUME TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME"

Yours Truly,

*Ihsan Saleheen*

**Ihsan Saleheen**

**Date: 26/08/2023**