Date: 23.08.2023

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**. These experiences have not only equipped me with technical proficiency but have also fostered a deep appreciation for 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.

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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 **1st Class 1st** position in MBA.
➢ Recipient of Dutch Bangla Bank Merit Scholarship for **4 years** in the graduation level.
➢ Passed **7th** 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

SL	Training Name	Trainer/ Organizer	Duration
	Relevant Trainings		
1	Data Analyst in **Power Bi**	Data Camp	51 hours
2	**Power BI** Data Analytics for All Levels	Codebasics.io	17.40 hours
3	Excellence with **Excel**	Bohubrihi.com	40 hours
4	**Excel**: Mother of Business Intelligence	Codebasics.io	09 hours
5	Ultimate **SQL** Bootcamp	MSB Academy	14 hours
6	**SQL** 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	**TROYEE** (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:

1. **Md. Nazim Uddin Bhuiyan**	2. **Raisul Kabir**
Professor,	Managing director & CEO,
Department of AIS, DU.	Brain Station 23 Ltd.
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Email: nazim_bhuiyan@yahoo.com	**Email:** raisulk@gmail.com
Relationship: Academic	**Relationship:** Professional

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Yours Truly,

Ihsan Saleheen

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