
IHSAN SALEHEEN

Virtual Assistant

Dhaka, Bangladesh | ihsan.saleheen@gmail.com

Profile, Portfolio & Website

- <https://www.linkedin.com/in/ihsansaleheen/>
- <https://www.youtube.com/@excelfix>
- <https://github.com/ihsansaleheen?tab=repositories>
- <https://ihsansaleheen.blogspot.com/>

Professional Summary

Detail oriented virtual assistant professional with **5 years** of experience. Created financial models & presentations on different purpose, extract findings from documents to ensure informed decision making. Managed multiple stakeholders on transfer of ownership. Working as a content creator on **MS-Excel, google workspace & different office management tools** in YouTube.

Work Experience

Brain Station 23 Ltd | Dhaka, Bangladesh

Accountant & Audit Executive | 10/2019 – 2/2021

- Conducted market research on more than **2000** IT company's salary structure & concluded that IT companies in Bangladesh spends more than **80%** of their revenue on employee's salary & compensation which contributed to revise my employer's own salary structure.
- Worked in ESOP (Employee Stock Option Plan) financial modelling, 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.

National Credit Ratings Ltd – Dhaka, Bangladesh

Junior Financial Analyst | 09/2018 – 2/2019

- Conducted credit rating of **82** companies on an average of **1 company** per day.
- Maintained relationship with bankers & clients on an average of **3 times** per company.

Green Delta Securities Ltd – Dhaka, Bangladesh

Assistant Manager | 01/2015 – 05/2015

- Prepared research reports on sector and companies of the capital market
- Maintained bank reconciliation statements and executed payments to clients daily

Internship

- After **BBA@ BDBL** (Understanding the general banking operation & done feasibility reports)

Education

- **BBA** in Accounting & Information Systems | University of Dhaka | 3.14 out of 4.00

Accomplishments

- Recipient of Dutch Bangla Bank Merit Scholarship for **4 years** in the graduation level.
- Passed **7th NTRCA** teachers registration examination.

Hobbies & Interest

- **Technology** (Explore different AI tools & stock screening websites)
- **Investment** (Micro Investor in Dhaka Stock Exchange for 10 years. Traded in XM.com)

Membership

- Life time member of Bangladesh Red Crescent Society
- Life time member of Quantum Foundation Bangladesh

Certifications

- **Data Analyst in Power Bi** | Data Camp | 51 Hours
- **Power BI Data Analytics for All Levels** | Codebasics.io | 17.40 hours
- **Excellence with Excel** | Bohubrihi.com | 40 hours
- **Excel: Mother of Business Intelligence** | Codebasics.io | 09 hours
- **Ultimate SQL Bootcamp** | MSB Academy | 14 hours
- **SQL Beginner to Advance for data Professionals** | Codebasics.io | 11 hours
- **Data Analysis** | Study Mart | 4 months
- **Financial Modeling Master Class** | Professional Finance Studies | 4 days
- **Financial analysis, planning & budgeting** | Udemy.com | 23 hours
- **Value investing & Investment Banking** | Udemy.com | 20 hours
- **Microsoft Office Management** | Design Tech IT Academy | 3 months
- **Graphics Design** | Creative IT Ltd | 5 months
- **Web Design & Web Development** | Creative IT Ltd | 10 months
- **Ethical Hacking** | E-shikhon | 5 months
- **Technical Analysis** | TFX Training | 1 month
- **Internal Auditing** | Bangladesh Institute of Management | Dhaka, 40 hours
- **Branding for Competitiveness** | Bangladesh Institute of Management, Dhaka | 40 hours
- **Virtual Assistant Course** | Ghoorilearning.com | 5 hours
- **Digital Accounting with QuickBooks** | Grameenphone Academy | 8 hours
- **Professional Content Writing** | Grameenphone Academy | 2.5 hours
- **Training on Entrepreneurship** | Nijer Bolar Moto Golpo Foundation | 90 days

Technical Skills

- Big Data Analysis | Equity Research | Financial Analysis | Financial Forecasting | Valuation
- Microsoft Power BI | MySQL
- **MS Excel (I have a YouTube channel on Excel: <https://www.youtube.com/@excelfix>)**
- Trello | Google Workspace
- MS Word | MS Power Point | HTML | CSS

Soft Skills

- **Good Communication & Teamwork** (Have teaching experience of Accounting & Finance. Also worked as Course Coordinator of Spoken & Written English in a Language Training Center)
- **Quick & Consistent learner** (Make content on my YouTube channels on MS Excel, different AI & office management tools, Prompt Engineering, Google Dorking etc.)

Language Skills

- English (Advance), Hindi (Working knowledge), Bengali (Native)

References

- **Md. Nazim Uddin Bhuiyan** | Professor | Department of AIS, University of Dhaka | +880 01818946368 | nazim_bhuiyan@yahoo.com | Relationship: Academic
- **Raisul Kabir** | Managing director & CEO | Brain Station 23 Ltd | +880 1713458492 | raisulk@gmail.com | Relationship: Professional

Declaration

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