



# ZABIR

## Ibna Mizan

Business Analyst

### CONTACT ME

Block D, Road 3, House 3,  
Banasree, Rampura, Dhaka

afnan.zabir@gmail.com

+8801727808888

linkedin.com/in/zabir-ibna-  
mizan-ab1092141/

### EDUCATION

**Computer Science & Engineering**  
**North South University**  
2015 - 2020

**Higher Secondary Certificate**  
**Faridpur Rajendra College, Faridpur**  
2011 - 2013

**Secondary School Certificate**  
**Faridpur Zilla School, Faridpur**  
2006 - 2008

### SKILLS

Interpersonal & Communication

Team Management

Emotional Intelligence

Leadership

Analytical Reasoning

### WORK EXPERIENCE

Business Analyst

**Quality Up Services, QUPS I Khilgon**

February'22- December'22

#### Project Participation:

- ERP System Software
- Accreditation System Software
- Networking Solution Software
- Food Management System
- Medical Service System
- Messenger Service System

#### Contribution:

- **Primary:** Project Planning, Requirements Analysis, SRS, Progress Documentation, Technical Documentation, User Manual
- **SQA Support:** Test Case Writing, Test Case Review, Defect Finding, Bug Reporting
- **Trainer:** English Language Advancement Course for the resources at QUPS
- **Others:** Market Place Analysis, SWOT Analysis, Web Development using WordPress, Client Collaboration

### TOOLS & CONCEPTS

Concept: SDLC, STLC, OOP, Agile Methodology

- Project Management : JIRA, Trello, Tableau, Asana, Figma
- ERP Management: Odoo
- Development & Design : WordPress, PowerPoint, Canva, Illustrator
- Language: Python (Basic), MySQL
- Other : G-suite, MS word, MS Excel, PP

### CERTIFICATIONS

**IELTS Band Score 7.0**

2020

Speaking 7, Writing 7, Reading 6.5, Listening 6.5

### AWARDS & ACHIEVEMENTS

National Essay Writing Competition

2013

**By Daily JUGANTOR**

- Awarded Nationally 4th Position

Essay Competition at Faridpur District

2010

**By Career Development Society**

- Awarded 1th Position

### EXTRA CURRICULAR ACTIVITIES

#### SADAQA

Founder

Voluntary Organization working for  
humanity from 2010

#### EVENT Bangladesh

Co-founder

An entrepreneurship support for  
the event organizers and  
entrepreneurs from 2017