

Md. Rafin Arshad

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Professional Summary

Motivated and detail-oriented professional with experience in data analysis, data processing, and IT support. Proficient in data entry automation, Excel/Google Sheets management (including advanced formulas), and quality assurance tracking through spreadsheets. Skilled in leveraging Power BI, SQL, and Python to analyze, visualize, and optimize data workflows. Strong problem-solving abilities with a focus on accuracy, efficiency, and contributing to organizational success.

Work History

Senior Associate – Quantanite

Mar 2024 – Present | Dhaka, Bangladesh

- Processed and categorized client-provided data with 100% accuracy.
- Entered information into Google Spreadsheet using multiple formulas (VLOOKUP, XLOOKUP, Power Query).
- Perform data entry and processing using Google Sheets and CRM software.
- Performed QA validation of spreadsheets ensuring error-free deliverables.
- Met and exceeded daily KPIs and client expectations.

Junior SQA Engineer – a1qa QA and Software Testing Company

Aug 2023 – Jan 2024

- Performed manual testing of Web, Desktop, Android, SQL, and API applications.
- Prepared test documentation: Test Plan, Acceptance Sheet, Test Survey, and Quality Reports.
- Reported and tracked bugs using Jira.
- Conducted Smoke, Regression, Usability, and Defect Validation testing.
- Collaborated with managers, BAs, and clients to ensure quality delivery.

Data Processing Specialist – Reebee Contractors (Remote)

2018 – 2023

- Managed product listing, SKU entry, price comparison, and data validation.
- Designed promotional thumbnails and flyers for products.
- Conducted price analysis ensuring consistency across platforms.

Education

Bachelor of Science (CSE) – Bangladesh University of Business & Technology (BUBT)

GPA: 3.91 | Passing Year: 2021

Technical Skills

- Data & Analytics: Google Sheets, Excel (VLOOKUP, XLOOKUP, Pivot, Graphs, Functions, Power Query, Report Writing), Power Bi
- SQL Language
- Programming: Python, HTML5, CSS3
- Windows Server management 2019
- OS & Tools: Windows, Linux, macOS, Azure, AWS
- Others: Microsoft Office Suite, Fast Typing (50–70 wpm)

Certifications & Training

- Data Analyst Job Ready Boot Camp – DataSolution360
- SQA (Functional & Manual) – a1qa
- Python Basic – Creative IT Institute
- Windows Server 2019 – Compact IT Solution