



Md. Hasan Imam

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EXPERIENCE

Oct 2022 –Present

Business Analyst

Rapid System, Dhaka, Bangladesh

Rapid System is a startup software firm specializing in providing ERP solutions for the real estate business. As the Business Analyst, primary responsibilities include:

- Create and maintain dashboards and reports to monitor key performance indicators (KPIs).
- Perform data analysis to support decision-making and identify trends or insights.
- Develop and document new processes, ensuring they align with business goals.
- Create user manuals, guides, and other documentation to support business operations.
- Analyse and document business processes, identifying areas for improvement.
- Conduct gap analysis between current systems and desired business outcomes.

In addition, as a member of the startup business team, I also play a key role in **Administration**.

- Managing office supplies and equipment.
- Managing employee records and documentation.
- Supervising facilities and maintenance.
- Collaborating with IT & product departments on creation of competitive proposals.

COMPUTER SKILLS

Essential Technologies/Tools:

Microsoft Excel

Expert in PivotTables, Formulas, Functions, Charts and other Tools.

Microsoft Office

Expert in Microsoft Office for efficient tasks.

Microsoft Visio

Expert in crafting optimized diagrams, flowcharts, and charts.

PowerPoint

Expert in PowerPoint for effective communication.

Power BI

Proficient in managing complex data models.

Specialized Technologies/Tools:

ERP Integration
Proficient

Adobe Photoshop
Proficient

Domain & Hosting Management
Proficient

Python & SQL
Basic Understanding

HTML & CSS
Expert

EDUCATION

2021 –2022

Masters of Business Administration (MBA):

Institution:

CGPA:

Human Resource Management (Exam held in June 2022)

University of Rajshahi

3.73 out of 4.00 (Result published on 08.09.2022)

2016 –2021

Bachelor of Business Administration (BBA):

Institution:

CGPA:

Management Studies (Exam held in January 2021)

University of Rajshahi

3.52 out of 4.00 (Result published on 12.09.2021)

SOFT SKILLS

Organizational Skills:	<i>Decision Making</i> Highly skilled in effectively utilizing data to shape strategic decisions.	<i>Lean Management</i> Elevated concepts in Kaizen, JIT, 5S, Kanban, Gemba, and Poka-Yoke.	<i>Multitasking</i> Capable of managing several tasks simultaneously.	<i>Adaptability</i> Capable of adapting in dynamic environments.	<i>Time Management</i> Proficient in prioritizing tasks and consistently meeting deadlines.
Interpersonal Skills:	<i>Communication</i> Proficient in articulating complex ideas clearly.	<i>Learning Agility</i> Ability to quickly acquire new skills or technologies.	<i>Negotiation</i> Proficient in negotiating for mutual benefit.	<i>Cultural Sensitivity</i> Proficient in recognizing and respecting cultural differences.	<i>Leadership</i> Ability to motivate teams to achieve common goals effectively.

ADDITIONAL COURSES

Introduction to Data Science in Python Institution:	Through www.coursera.com University of Michigan
Successful Negotiation: Essential Strategies Skills Institution:	Through www.coursera.com University of Michigan
Supply Chain Operations Institution	Through www.coursera.com Rutgers the State University of New Jersey
Project Management Institution:	Through www.philanthropyu.org Philanthropy University
Excel Crash Course Institution:	Through www.corporatefinanceinstitute.com Offered by CFI & Certified by Financial Modelling & Valuation Analyst
Fundamentals of Digital Marketing Institution:	Through www.learndigital.withgoogle.com Google Digital Garage

EXTRACURRICULAR ACTIVITIES

- Former Coordinator of Human Resource & Development at UNYSA Bangladesh.
- Former under Secretary General of Delegate Affairs at UNYSAB MUN 2019.
- Former Director of Logistics and Support at UNYSAB MUN 2018.
- Former Deputy Director of Conference Management at UNYSAB MUN 2017.

LANGUAGE COMPETENCY

Mother tongue	Bengali			
Other language(s)	English			
	Listening	Reading	Speaking	Writing
	Full Professional Proficiency	Full Professional Proficiency	Professional Working Proficiency	Full Professional Proficiency

REFERENCES

Md. Shawan Uddin Professor, Dept. of Management Studies, University of Rajshahi Cell : +8801556307564 Email : shawanmgt@ru.ac.bd	Md. Mahbubul Kabir Professor, Dept. of Management Studies, University of Rajshahi Cell : +88 01858444469 Email : mahbubulkabir226@gmail.com
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