



Md. Hasan Imam

Analyst

I possess expertise in both technological tools and business domains, allowing me to seamlessly bridge the gap between technology and business. My combined skill sets enable me to deliver results equivalent to the contributions of two specialists.

Skills:

MS Excel,	R,	HTML,	Market Research,
GS,	MS Visio,	CSS,	OKR, KPI Tracking,
MS Office,	Figma,	Adobe Photoshop,	Documentation,
Power BI,	Canva,	Adobe Illustrator,	Multitasking,
SQL,	PowerPoint,	Jira,	Learning Agility,
Python,	MS Sway,	ClickUp,	Lean Management

Contact

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GitHub: <https://itshasanimam.github.io>

Education

Master of Business Administration (MBA)

Human Resource Management (HRM),

University of Rajshahi

CGPA: 3.73 out of 4.00

Bachelor of Business Administration (BBA)

Management Studies,

University of Rajshahi

CGPA: 3.52 out of 4.0

Course

- **Introduction to Data Science in Python** from University of Michigan.
- **Successful Negotiation:** Essential Strategies Skills from University of Michigan.
- **Supply Chain Operations** from Rutgers the State University of New Jersey.
- Project Management from Philanthropy University.
- **Excel Crash Course** Offered by CFI & Certified by Financial Modelling & Valuation Analyst

Language

- **English:** Speaking, Listening, Writing
- **Bangla:** Mother Tongue

Work Experiences

September 2024-Present

Sheba Platform Limited

HR Analyst

- Business Analysis, Reports & Data Analysis.
- Acting as an information source and communicator between business branches.
- Analyzed turnover trends to develop effective retention and engagement strategies.
- Conducted market research to ensure competitive and equitable pay structures.
- Streamlined payroll processes, ensuring accuracy, compliance, and efficiency.
- Understanding strategic business needs and plans for growth.
- Built dashboards to track HR and financial KPIs.
- Stakeholder, Budget & Schedule Management.

October 2022-August 2024

Data Craft

Junior Business Analyst

- Understanding strategic business needs and plans for growth.
- Documentation (Technical, Business Case, BRS, SRS, BRD, SRS, FRD, PRD, etc.)
- Perform data analysis to support decision-making and identify trends or insights.
- Product Strategy: Visions, Roadmaps & Prioritizations.
- Project Management using JIRA & ClickUP.

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.

References

Md. Shawan Uddin

Professor, Dept. of Management Studies,

University of Rajshahi

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Ahmed Zakaria Amin

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Sporteneur

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