



## Md. Hasan Imam

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🌐 <https://itshasanimam.github.io>

### 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

Technologies/Tools:

#### *Microsoft Excel*

*Expert in Formulas, Functions, PivotTables, Data Validation, Cell Referencing, Conditional Formatting.*

#### *Microsoft Office*

*Expert in Formatting, Collaboration, Mail Merge, Templates, Cross Referencing.*

#### *Microsoft Visio*

*Expert in Diagram, Flowchart, Shapes, Layering, Data Linking, Process Mapping.*

#### *MS Outlook:*

*Proficient in scheduling appointments, meetings, reminders.*

#### *PowerPoint*

*Expert in Design, Transitions, Animation, SmartArt, Master Slides, Custom Slide Shows.*

#### *Power BI*

*Proficient in Data Import, Transformation & Dashboard Development, Data Visualization.*

#### *HTML & CSS*

*Expertise in coding HTML & CSS for creating visually appealing and functional web layouts.*

#### *Python & SQL*

*Understanding of basic SQL queries and Python scripting.*

### 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>Leadership</i> Ability to motivate teams to achieve common goals effectively.	<i>Cultural Sensitivity</i> Proficient in recognizing and respecting cultural differences.	<i>Negotiation</i> Proficient in negotiating for mutual benefit.

## ADDITIONAL COURSES

Successful Negotiation: Essential Strategies Skills Institution:	Through <a href="http://www.coursera.com">www.coursera.com</a> University of Michigan
Supply Chain Operations Institution:	Through <a href="http://www.coursera.com">www.coursera.com</a> Rutgers the State University of New Jersey
Project Management Institution:	Through <a href="http://www.philanthropyu.org">www.philanthropyu.org</a> Philanthropy University
Excel Crash Course Institution:	Through <a href="http://www.corporatefinanceinstitute.com">www.corporatefinanceinstitute.com</a> Offered by CFI & Certified by Financial Modelling & Valuation Analyst
Fundamentals of Digital Marketing Institution:	Through <a href="http://www.learndigital.withgoogle.com">www.learndigital.withgoogle.com</a> 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	<b>Bengali</b>			
Other language(s)	<b>English</b>			
	<i>Listening</i>	<i>Reading</i>	<i>Speaking</i>	<i>Writing</i>
	Full Professional Proficiency	Full Professional Proficiency	Professional Working Proficiency	Full Professional Proficiency

## REFERENCES

**Md. Shawan Uddin**  
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**Md. Mahbubul Kabir**  
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