



Md. Hasan Imam

📍 House:34, Road-1, Block D, Eastern Housing, Pallabi, Dhaka, Bangladesh

☎ +8801715122063

✉ hasanimam505@gmail.com

🌐 <https://www.linkedin.com/in/mehasanimam>

🌐 <https://itshasanimam.github.io>

EXPERIENCE

Oct 2022 –Present

Business Analyst

Data Craft, Dhaka, Bangladesh

Data Craft is a software firm specializing in providing ERP solutions for the real estate business.

As the Business Analyst, primary responsibilities include:

- Collaborate with stakeholders to gather and document business requirements.
- Create and maintain dashboards and reports to monitor key performance indicators (KPIs).
- Perform data analysis to support decision-making and identify trends or insights.
- Prepare & present reports to management, summarizing key findings & actionable insights.
- 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 small business team, I also play a key role in **Administration**.

- 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 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