

Md. Hasan Imam

Analyst



Profile Summary

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

Contact

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

Work Experience

HR Analyst | Sep 2024–Present

Sheba Platform Limited

- Designed competitive compensation programs to attract and retain top talent.
- 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.
- Provided actionable insights to enhance employee satisfaction and drive organizational success.
- Built dashboards to track HR and financial KPIs.

Junior Business Analyst | OCT 2022–Aug 2024

Data Craft

- 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.

Core Skill Sets

- Project Management Tools (Jira, ClickUp):** Task management and team collaboration.
- Microsoft Excel & GS:** Expert in Formulas, Functions, PivotTables, Data Validation, Referencing, Conditional Formatting.
- SQL:** Proficient in database management, querying, data analysis, and optimization.
- Microsoft Office:** Expert in Formatting, Collaboration, Mail Merge, Templates, Cross Referencing.
- Power BI:** Proficient in Data Import, Transformation & Dashboard Development, Data Visualization.
- PowerPoint:** Expert in Design, Transitions, Animation, SmartArt, Master Slides, Custom Slide Shows.
- Microsoft Visio:** Expert in Diagram, Flowchart, Shapes, Layering, Data Linking, Process Mapping.
- MS Outlook:** Proficient in scheduling appointments, meetings, reminders.
- Microsoft Sway:** Proficient in creating interactive presentations.
- HTML & CSS:** Expert in designing static web layouts and customizing the front-end of web applications.
- Python:** Familiar with data analysis, automation, and developing simple scripts.

Education

University of Rajshahi | 2021–2022

Master of Business Administration (MBA)

- Human Resource Management (HRM)
- CGPA: 3.73

University of Rajshahi | 2016–2021

Bachelor of Business Administration (BBA)

- Management Studies
- CGPA: 3.52

Additional Courses

- **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

Soft Skill Sets

- **Decision Making:** Skilled in utilizing data to shape strategic decisions.
- **Lean Management:** Knowledge of Kaizen, JIT, 5S, Kanban, Gemba, and Poka-Yoke.
- **Multitasking:** Capable of managing several tasks simultaneously.
- **Adaptability:** Able to adjust in dynamic environments.
- **Time Management:** Proficient in prioritizing tasks and meeting deadlines.
- **Communication:** Proficient in articulating complex ideas clearly.
- **Learning Agility:** Ability to quickly acquire new skills and technologies.
- **Leadership:** Effective in motivating teams to achieve goals.
- **Cultural Sensitivity:** Proficient in recognizing and respecting cultural differences.
- **Negotiation:** Skilled in negotiating for mutual benefit.

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 Proficiency

English

- Full Professional

Bangla

- Mother Tongue

References

Md. Shawan Uddin

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Ahmed Zakaria Amin

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