

Kazi Noor Ahmed

Strategic Business Analyst | Strategy Execution | Data-Driven Decision-Making

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PROFILE SUMMARY

Results-driven strategic leader with expertise in Organizational Strategy and Leadership, combining advanced analytics skills (SQL, Power BI, Excel) with cross-functional collaboration to drive business transformation. Proven ability to translate complex data into actionable insights that optimize workflows, enhance employee engagement, and support evidence-based decision-making across all organizational levels. Specializes in aligning people, process and performance with long-term objectives through improved governance, leadership development, and operational efficiency in data management, export strategy, and private sector modernization.

EDUCATION & TRAINING

Islamic Development Bank - IsDB-BISEW IT Scholarship Program
Oracle Database Application Development

Ongoing

University of Dhaka

Master of Business Administration- MBA

Major: Organization Strategy and Leadership

CGPA: **3.31** / out of scale 4.00

Result: February 2025

University of Dhaka

Bachelor of Business Administration- BBA

Major: Organization Strategy and Leadership

CGPA: **2.99** / out of scale 4.00

Result: February 2023

Mohammadpur Model College

Higher Secondary Certificate- HSC

Discipline: Science

GPA: **4.17** / out of scale 5.00

Result: August 2017

Mohammadpur Govt High School

Secondary School Certificate- SSC

Discipline: Science

GPA: **4.72** / out of scale 5.00

Result: August 2015

EXPERIENCE

Intern- Human Resource Department | Abdul Monem Ltd (Igloo Ice Cream Unit)

Sep 2022- Dec 2022

- **Managed comprehensive HR operations:** including employee records with 100% accuracy, recruitment support, candidate screening, and maintenance of candidate databases for multiple positions. Assisted in recruitment, payroll, employee appraisal, retention.
- **Coordinated staff development and performance management** by organizing workshops, supporting performance appraisals for 200+ employees, and maintaining comprehensive training records.
- **Ensured compliance and employee engagement** through adherence to labor law 2006, implementation of HR strategies and SOPs, while supporting wellness programs and conflict resolution processes.
- **Maintained confidentiality and data integrity** by handling sensitive employee information, grievance processes, and supporting various employee engagement initiatives across the organization.

SKILLS

Technical Skills

- SQL, PL/SQL & Database Management
- Average Keyboard speed: 46 WPM
- Advanced Excel, Power BI & Data Visualization
- HRIS & ERP Systems
- Microsoft Office Package & Google Workspace
- Frontend HTML, CSS, SCSS, JS.
- SEO & Social Media Management
- SPSS

Professional Skills

- People Management & Team Work
- Strategic Planning & Execution
- Organizational Development
- Market Research & Insights
- Adaptability & Resilience
- Social Media Management
- Time Management & Deadline-Meeting
- Critical Thinking & Decision Making

LANGUAGES

- English (Reading, Writing, Speaking) Professional Proficiency (Level - B2)
- Bengali: Native
- Hindi: Conversational
- Chinese: HSK 3

EXTRACURRICULAR

- Creative Writing
- Attending Case Competition.
- Reading Non Fiction Books.
- Dhaka University Language Learning Club
- Dhaka University Entrepreneurship Development Club
- Traveling.

REFERENCES

Dr. Muhammad Abdul Moyeen

Ex-Dean, Faculty of Business Studies
University of Dhaka

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Relation: Academic Mentor

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Relation: Professional Mentor