

**Kazi Noor Ahmed**

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

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Permanent address: 4/1, Golden Street, Shamoly, Dhaka-1207

**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 (IDB)-(IsDB-BISEW) IT Scholarship Program *Ongoing***

***Oracle Database Application Development***

**University of Dhaka *Result: February 2025***

*Master of Business Administration- MBA*

*Major: Organization Strategy and Leadership*

CGPA: 3.33 / out of scale 4.00

**University of Dhaka *Result: February 2023***

*Bachelor of Business Administration- BBA*

*Major: Organization Strategy and Leadership*

CGPA: 2.99 / out of scale 4.00

**Mohammadpur Model College *Result: August 2017***

*Higher Secondary Certificate- HSC*

*Discipline: Science*

GPA: 4.17 / out of scale 5.00

**Mohammadpur Govt Boys’ High School *Result: August 2015***

*Secondary School Certificate- SSC*

*Discipline: Science*

GPA: 4.72 / out of scale 5.00

# 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**

**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

**Technical Skills**

* SQL PLSQL & 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

# LANGUAGES

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

# HONORS & AWARDS

* OSL Case competition Runnerup - 2020

# EXTRACURRICULAR

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

# REFERENCES

Muhammad Mizan Sarwar

General Manager Abdul Monem Ltd.

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Relation: Professional Mentor

Dr. Muhammad Abdul Moyeen

Ex-Dean, Faculty of Business Studies University of Dhaka

Phone: +8801971521511

Email: [moyeenma@du.ac.bd](mailto:moyeenma@du.ac.bd)

Relation: Academic Mentor

Mr. X