**KAZI NOOR AHMED**

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+8801704030009

Dhaka Bangladesh

**Education**

**MBA Organization Strategy & Leadership**

University of Dhaka • DHAKA, Bangladesh

02/2025

*2023 – 2024*

CGPA: 3.31/4.00

Strategy helps organizations transition to data-driven decision-making, align departments with long-term goals, and optimize export strategies. Focused on improving governance, leadership development, and driving digital transformation to boost efficiency and competitiveness.

**BBA Organization Strategy & Leadership**

BBA • Dhaka, Bangladesh

04/2023

*University of Dhaka | 2018 – 2023*

CGPA: 2.99/4.00

Skilled in strategic planning, digital transformation, and operational excellence using tools like Balanced Scorecard, ERP, and Power BI. Add value through export strategy, governance reform, and lean management. Strong communicator with leadership, collaboration, and analytical capabilities.

HSC

**Dynamic HR & Operations Strategist | Data-Driven Leader | Organizational Development Expert**

A results-driven professional at the intersection of people, process, and purpose—combining strategic leadership with hands-on expertise in business analytics. Armed with a strong foundation in Organizational Strategy and Leadership (OSL), I bring a rare blend of cross-functional insight and analytical capability to help organizations thrive in complex, fast-paced environments.

Proficient in **SQL, Power BI, and Excel**, I leverage data to optimize workflows, enhance employee engagement, and enable evidence-based decision-making. Adept at **public speaking, cross-functional collaboration**, and stakeholder alignment, I drive strategic initiatives from ideation to execution.

With a track record in **event management, digital transformation, and institutional reform**, I focus on improving governance, enhancing leadership pipelines, and increasing operational efficiency. Passionate about helping organizations align people and performance with long-term goals, especially in the areas of **export strategy, trade readiness**, and **private sector modernization**.

I aim to be a **strategic asset** in any organization seeking to scale sustainably through smart systems, strong leadership, and a culture of continuous improvement.

objective

strategic asset to work at the intersection of people process and purpose. strategy helps organizations transition to data-driven decision-making, align departments with long-term goals. Focused on improving governance, leadership development, and driving digital transformation to boost efficiency and competitiveness. Drive strategic planning, data-driven decision-making, and digital transformation in Bangladeshi organizations. With strong skills in analytics, leadership, and governance, they can align departments with long-term goals and boost operational efficiency. Adds value in export strategy, trade readiness, and institutional reform across both private and social sectors.

Skills

📊 Data-Driven Decision Making: Developed dashboards with SQL, Power BI, and Excel to inform strategic decisions.

👥 HR Strategy & Execution: Managed recruitment, performance systems, and compliance to boost team performance.

🧩 Process Optimization: Improved workflows and led cross-functional projects for operational efficiency.

💻 Tech & Systems: Implemented Oracle DB, HRIS, ATS, SEO, QuickBooks, and built websites for automation and visibility.

🗣️ Communication & Collaboration: Presented insights and resolved conflicts to drive team alignment and outcomes.

Dynamic HR & Operations professional with a strong foundation in leadership, business strategy, and data analytics. Proficient in SQL, Power BI, and Excel to optimize workflows and drive data-informed decisions. Skilled in public speaking, cross-functional leadership, and clear, persuasive communication. Backed by academic excellence in Business Administration and practical experience in event management and employee engagement. As an Organizational Strategy and Leadership (OSL) graduate, I’m equipped to contribute at all levels—from implementing strategy to driving change and leading sustainable growth in today’s competitive landscape.

A strategic asset to work at the intersection of people, process and purpose. With my strategic mindset I aim to help organizations transition to data-driven decision making, align departments with long term goals. I focus on improving governance, leadership development and driving digital transformation to boost operational efficiency and competitiveness. With the help of my analytic mind and analytic skills I aim to provide value in a positive way in export strategy, trade readiness institutional reform in private sector.

**Dynamic HR & Operations Strategist | Data-Driven Leader | Organizational Development Expert**

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Skills 2/H/7, Golden Street, Shamoly, Dhaka-1207 kznrahmd@gmail.com +8801704030009 I bring strategic leadership skills focused on team management, planning, and communication. Committed to impactful solutions, I aim to drive organizational success. I stay updated on industry trends and prioritize people's needs. With entrepreneurial spirit, resilience and integrity, I look for opportunities to reach my full potential on the path of continuous learning. Strong verbal and written communication skills in English Detail oriented with excellent organizational abilities Experience in maintaining confidential records Proven ability to work in multicultural environments Strong analytical and problem-solving capabilities Effective team collaboration skills HR Administration & Compliance Managed comprehensive employee records and documentation with 100% accuracy Ensured compliance with local labor laws and company policies Supported implementation of HR strategies and standard operating procedures Recruitment & Selection Assisted in recruitment processes for multiple positions Screened resumes, scheduled interviews, and maintained candidate databases Coordinated with department heads for recruitment needs assessment Performance Management & Development Supported performance appraisal documentation for 200+ employees Maintained training records and prepared quarterly learning reports Assisted in organizing staff development programs and workshops Staff Wellbeing & Engagement Coordinated employee engagement initiatives and wellness programs Supported grievance handling and conflict resolution processes Maintained confidential employee information with utmost discretion Human Resources Intern Education Specialization: Organizational Strategy & Leadership CGPA: 3.31/4.00 | Completed: 2022 Result Published: 29 Oct 2024 (COVID) Specialization: Organizational Strategy & Leadership CGPA: 2.99/4.00 | Completed: 2021 Result Published: 16 February 2023 (COVID) Group: Science GPA: 4.17 Out of Scale 5.00 Group: Science GPA: 4.72 Out of Scale 5.00 2023 - 2024 2018 - 2023 2015- 2017 2005- 2015 Master of Business Administration (MBA) Bachelor of Business Administration (BBA) HIGHER SECONDARY CERTIFICATE SECONDARY SCHOOL CERTIFICATE University of Dhaka University of Dhaka Mohammadpur Model College, Dhaka Board Mohammadpur Govt. High School, Dhaka Board Experience References Md. Rashedur Rahman University of Dhaka. / Chairman, OSL 123-456-7890 m\_sarwar83@yahoo.com Muhammad Mizan Sarwar Phone: Email : +8801712193400 Phone: Email : ABDUL MONEM LTD. General Manager linkedin.com/in/kazinoorahmed1 Igloo Ice Cream, Abdul Monem Ltd. Session: September 2022 - January 2023 Technical Skills mrrahman@du.ac.bd Keyboard speed : 42 WPM Data Analysis & Visualization: Proficiency in advanced Excel, Power BI, SQL Strong Microsoft office suit proficiency. Basic Web Development skills, like Shopify store creation and maintaining. And Frontend HTML, CSS, SCSS, JS. intuit QuickBooks training in 201