Kazi Noor Ahmed

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Strategic Business Analyst | Strategy Execution | Data-Driven Decision-Making   |  |  | | --- | --- | |  | 4/1, Golden Street, Shamoly, Dhaka-1207, Bangladesh | |  | +8801704030009 | |  | [kznrahmd@gmail.com](mailto:kznrahmd@gmail.com) | |  | <https://www.linkedin.com/in/kazinoorahmed1> | |  |

# Professional Summary

Results-oriented disciplined professional at the intersection of people, process, and purpose, integrating strategic leadership with hands-on experience in business analytics. With a solid background in Organizational Strategy and Leadership (OSL), I provide a unique combination of cross-functional insight and analytical capability to help businesses succeed in complex, fast-paced situations. Proficient in **Advanced SQL, Power BI, and Exce**l, I leverage data to optimize workflows, enhance employee engagement, and enable evidence-based decision-making. Capable of translating complicated data into useful actionable insights for stakeholders. Adept at public speaking, cross-functional collaboration, and stakeholder alignment, I manage strategic initiatives from ideation to execution. I focus on improving governance, strengthen leadership pipelines, and increase operational efficiency. Passionate about assisting organizations in aligning people and performance with long-term objectives, particularly in the areas of data management, export strategy and private sector modernization. I aim to be a strategic asset in any firm that wants to grow sustainably through smart systems, strong leadership, and a culture of continuous development.

# Education & Training

Post Graduate Diploma in **Oracle Database Application Development**

Islamic Development Bank **(IDB)**-Bangladesh Islamic Solidarity and Educational Wakf (IsDB-BISEW) IT Scholarship Program (Ongoing)

**Master of Business Administration (MBA)** | Majoring in **Organization Strategy & Leadership**

**University of Dhaka** | Faculty of Business Studies | 2023-2024 | CGPA: **3.31/4.00**

Course Highlights: Business Analytics, Strategic Governance, Digital Transformation

**Bachelor of Business Administration (BBA)** | Majoring in **Organization Strategy & Leadership**

**University of Dhaka** | Faculty of Business Studies | 2018-2023 | CGPA: **2.99/4.00**

**Higher Secondary Certificate** Examination (Science)

Mohammadpur Model College | 2017 | GPA: **4.17/5.00**

**Secondary School Certificate** Examination (Science)

Mohammadpur Govt High School | 2015 | GPA: **4.72/5.00**

# Skills

|  |  |
| --- | --- |
| Technical Skills | Professional Skills |
| SQL & Database Management | People Management |
| Average Keyboard speed: 46 WPM | Strategic Planning & Execution |
| Power BI & Data Visualization | Cross Functional Leadership |
| Advanced Excel | Organizational Development |
| HRIS & ERP Systems | Digital Transformation |
| Frontend HTML, CSS, SCSS, JS. | Communication & Coordination |
| Microsoft Office Package | Adaptability & Resilience |
| Google Workspace | Problem Solving |
| SPSS | Market Research & Insights |

|  |  |
| --- | --- |
| Professional ExperienceHuman Resources Intern Abdul Monem Ltd.| Igloo Ice-Cream Unit | Session: Sept 2022 - Jan 2023   * Managed comprehensive employee records with 100% accuracy * Supported recruitment processes and candidate screening * Coordinated staff development programs and workshops * Ensured compliance with labor law 2006 and company policies. * Supported HR strategies and standard operating procedures. * Assisted in recruitment processes for multiple positions. * Screened resumes, scheduled interviews, and maintained candidate databases. * Supported performance appraisal documentation for 200+ employees. * Maintained training records. * Assisted employee engagement initiatives and wellness programs. * Handled grievances and conflict resolution processes. * Maintained confidential employee information. | Languages  * English: Professional Proficiency (B2) * Bengali: Native * Chinese: HSK Level 3.   Willing to relocate: Yes  Available to start: Immediately References 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  Muhammad Mizan Sarwar  General Manager Abdul Monem Ltd.  Phone: +8801713431618 Email: [m\_sarwar83@yahoo.com](mailto:m_sarwar83@yahoo.com)  Relation: Professional Mentor |

Data Management: Maintained 100% accuracy in employee records using Oracle DB and HRIS systems. Process Optimization: Streamlined recruitment workflows, reducing candidate screening time by 30%.

Certifications

Microsoft Certified: Data Analyst Associate (Power BI) | 2024 Google Data Analytics Certificate (In Progress) Project Management (Agile) | University of Dhaka

Workshop Projects & Publications

“Digital Transformation in Bangladeshi SMEs”