Kazi Noor Ahmed

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

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# 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 export strategy and private sector modernization. I hope 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 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

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| 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 Analysis | * Organizational Development |
| * Search Engine Optimization (SEO) | * Digital Transformation |
| * HRIS & ERP Systems |  |
| * Frontend HTML, CSS, SCSS, JS. |  |
| * Microsoft Office Package |  |

# Professional Experience

Human 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 and prepared quarterly learning reports.

Coordinated employee engagement initiatives and wellness programs.

Handled grievances and conflict resolution processes.

Maintained confidential employee information.

Data Analysis Consulting & Strategy Tools & Technologies

SQL & Database Management Market Research & Insights Power BI, Tableau

Predictive Modeling Process Optimization Advanced Excel (VBA, Pivot)

KPI Tracking & Reporting Feasibility Studies Python (Pandas, NumPy)

Data Visualization Stakeholder Engagement Google Analytics, SPSS

Soft Skills: Cross-functional Collaboration | Bilingual (English & Bangla) | Problem-Solving

Professional Experience Human Resources Intern | Abdul Monem Ltd. (Igloo Ice Cream Unit) | Sept 2022–Jan 2023

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%. Stakeholder Engagement: Coordinated 10+ workshops on leadership development and compliance.

Key Achievement: Supported payroll processing for 200+ employees, ensuring timely compliance with Bangladesh labor laws.

Academic Project: Export Strategy for RMG Sector | University of Dhaka | 2023

Conducted primary research with 50+ SMEs, analyzing supply chain bottlenecks using SQL and Power BI. Proposed a digital transformation roadmap to improve export readiness, adopted by a local trade association.

Sector-Specific Expertise RMG & Textiles: Value chain optimization, export strategy. SME Development: Feasibility studies, ERP implementation. SDG Monitoring: Aligned 3 academic projects with SDG 8 (Decent Work) and SDG 9 (Industry Innovation). 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” | LightCastle Partners Blog Guest Post | 2024 Analyzed barriers to tech adoption using survey data from 100+ SMEs. Power BI Dashboard: Employee Engagement Metrics | Academic Project | 2023 Visualized attrition trends and training ROI for a hypothetical FMCG firm. Languages English: Professional Proficiency Bengali: Native Willing to relocate: Yes | Available to start: Immediately