



## OBJECTIVES

To obtain a business analyst or product manager position, I demonstrate a proactive approach, taking the initiative to guide and inspire teams toward achieving collective objectives. My logical thinking and analytical abilities enable me to assess complex situations, identify optimal solutions, and make data-driven decisions.

Whether working independently or within a team, I am a self-motivated professional who thrives on setting and achieving goals. I am deeply committed to establishing a long-term career within a dynamic company, where I can apply my skills and experiences to contribute meaningfully to the organization's success. I am particularly drawn to opportunities for extensive personal and professional growth, seeking a path where I can continually expand my expertise and make a lasting impact.

## WORK EXPERIENCE (8.3 Years)

### **Business Analyst - IBCS- PRIMAX Software (Bangladesh) Ltd.**

March, 2021 – December-2023

[www.ibcs-primax.com](http://www.ibcs-primax.com)

#### Responsibilities:

- Lead and motivate cross-functional teams to achieve project objectives within specified timelines and budgets.
- Delegate tasks effectively, ensuring each team member understands their responsibilities and deadlines.
- Develop project plans, including scope, goals, deliverables, timelines, and resources allocation.
- Managing changes to project scope, requirements, and timelines.
- Conducting daily scrum meeting.
- Collaborated with cross-functional teams to gather and analyze business requirements, translating them into technical specifications.
- Conducted gap analysis to identify areas for process improvement and efficiency enhancement.
- Designed and implemented data models and workflows to streamline operations and increase productivity.
- Utilized SQL and other tools to extract, manipulate, and analyze large datasets for insights and decision-making.
- Communicated findings and recommendations to stakeholders through clear and concise reports and presentations.
- Conducted user acceptance testing (UAT) to ensure deliverables met business needs and quality standards.
- Developed and maintained project documentation including EOI, technical proposal, business requirements documents (BRDs), Inception Report, System Requirement Specification (SRS), and System Design Document (SDD).
- Communicate project progress, issues, and resolutions to stakeholders through regular status updates, reports, and presentations.
- Collaborate with stakeholders to gather requirements, define project scope, and manage expectations.
- Implement quality assurance processes to ensure software products meet quality standards and user requirements.

#### Projects:

- Cash Transfer Modernization (CTM) Project of World Bank.
- NGPIMS project of Bangladesh Police.
- ERP project of Bangladesh Ordinance Factory (BOF)

**Sr. Software Engineer - Semicon Pvt. Ltd.**

September, 2018 - March, 2021

[www.semiconbd.com](http://www.semiconbd.com)

**Responsibilities:**

- Lead and motivate cross-functional teams to achieve project objectives within specified timelines and budgets.
- Delegate tasks effectively, ensuring each team member understands their responsibilities and deadlines.
- Develop project plans, including scope, goals, deliverables, timelines, and resources allocation.
- Worked as a technical lead of an Agent Banking System.
- Worked as a Software Engineer of a Mobile Financial Services (MFS) project.
- Develop, maintain and provided user training.

**Projects:**

- Agent Banking System project of Standard Bank Ltd.
- MFS project of One Bank Ltd.

**Programmer - IBCS- PRIMAX Software (Bangladesh) Ltd.**

July, 2015 - September, 2018

[www.ibcs-primax.com](http://www.ibcs-primax.com)

**Responsibilities:**

- Led the requirements gathering process, working closely with stakeholders to define project scope and objectives.
- Acted as a liaison between business units and IT teams to facilitate communication and ensure alignment of objectives.
- Provided training and support to end-users on new systems and processes.

**Projects:**

- ERP project of Bangladesh Railway.
- ERP Project of The Metal (Pvt.) Limited.

**EDUCATION****M. Sc in Computer Science & Engineering,**

Passing Year: 2019

**Database Design and Development**

Passing Year: 2015

**B. Sc in Botany**

Passing Year: 2010

**Higher Secondary Certificate (H.S.C.)**

Passing Year: 2005

**Secondary School Certificate (S.S.C.)**

Passing Year: 2003

**United International University**

CGPA: 3.31 out of 4, Major: Software Engineering

**IsDB BISEW ( IT Scholarship Project)**

[www.isdb-bisew.org](http://www.isdb-bisew.org), Certification: OCP

**National University (Dhaka College)**

Result: 2nd Class, Major: Botany

**Gopalpur College**

GPA: 3.69 out of 5, Major: Science

**Keshobpur High School**

GPA: 3.70 out of 5, Major: Science

## TRAINING

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| ● <b>Red Hat Certified System Administrator</b> | CSL Training |
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## SKILLS

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| <ul style="list-style-type: none"><li>● Business Analysis and Data Analysis</li><li>● Project Management</li><li>● <b>Project Management Tools:</b> ClickUp, Jira, Zoho Project, Zoho Sprints, GitLab, Trello</li><li>● System Analysis &amp; Design</li><li>● <b>Design Tools:</b> Axure, Justinmind, Figma</li></ul> | <ul style="list-style-type: none"><li>● <b>Development Tools:</b> Oracle Forms, Report Developer, Oracle Apex</li><li>● <b>Database :</b> Oracle &amp; MySQL</li><li>● <b>Programming Language:</b> PHP</li><li>● <b>Others:</b> Microsoft Visio, Microsoft Word, Microsoft Excel, Google Sheet.</li></ul> |
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## PERSONAL DETAILS

Father's Name	: Md. Shantu Miah
Mother's Name	: Saleha Begum
Date of Birth	: 06-09-1987
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
National ID No.	: 6924405572494
Religion	: Islam
Permanent Address	: Keshobpur, Gopalpur, Lalpur, Natore.

## REFERENCE

<b>Anwar Hossain</b> Project Manager <b>Synesis IT Ltd.</b> Mobile: 0 1716471039 Email: <a href="mailto:hossain.anwar@synesisit.com.bd">hossain.anwar@synesisit.com.bd</a> Web: <a href="https://www.synesisit.com.bd">https://www.synesisit.com.bd</a>	<b>Muhammad Niyamat Ullah</b> Project Manager <b>ADDIE Soft Ltd.</b> Mobile: 01759184043 Email: <a href="mailto:niyamat.ullah@addiesoft.com">niyamat.ullah@addiesoft.com</a> Web: <a href="https://www.addiesoft.com">https://www.addiesoft.com</a>
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### Declaration of Authenticity

I do hereby declare that all the information which I have presented above is true to my knowledge & I will be able to present all the appropriate documents if it is required.



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(Md. Sujon Mahamud)

Date: 05.05.2024