

Saklayen Ahmed

House 180/2, Cha Block, TB Gate, Mohakhali, Dhaka-1212.

Email: saklayen.3221@gmail.com, Mobile: +8801727 268458

17 February 2024

Manager

Human Resource, MetLife Bangladesh

MetLife Building, 18-20 Motijheel C.A, Dhaka - 1000, Bangladesh

Dear Sir,

I am writing to express my interest in the Assistant Manager, Claims position at Metlife Bangladesh, as advertised. With a solid educational background in Accounting and Information Systems, complemented by my progress towards Chartered Accountancy qualification, I am excited about the opportunity to contribute to your team and leverage my skills to drive success in claims management.

My educational journey has equipped me with a comprehensive understanding of financial principles and data analysis, essential for the Assistant Manager role. Furthermore, my proficiency in Python, SQL and R programming languages adds a valuable dimension to my skill set, allowing me to manipulate and analyze data effectively, uncover insights, and drive strategic decision-making. I am adept at using these tools in conjunction with Excel to perform advanced analytics and develop dynamic reporting solutions.

I am particularly drawn to the Assistant Manager, Claims role at Metlife Bangladesh because it aligns closely with my career aspirations and allows me to leverage my skills in financial analysis, communication, stakeholder management, and data analytics. I am eager to contribute to the achievement of key performance indicators (KPIs) and am committed to delivering results with integrity and professionalism.

I am excited about the opportunity to bring my unique blend of education, experience, and skills to the dynamic team at Metlife Bangladesh. Thank you for considering my application. I look forward to the possibility of discussing how my background and expertise align with the needs of your organization in more detail.

Warm regards,
Saklayen Ahmed

Saklayen Ahmed

Address: House #180/2, Cha Block, TB Gate, Mohakhali, Dhaka-1212

Email: saklayen.3221@gmail.com; **Mobile:** +8801727-268458

Personal: <https://saklayenahmed.com> ;

LinkedIn: <https://www.linkedin.com/in/saklayen> ;

GitHub: <https://www.github.com/saklayenahmed> ;



Summary

Technologically adept accounting and finance professional with expertise in R & Python for Data Science, Microsoft SQL Server, Microsoft Office, SAP S/4HANA Finance and Power BI. Proficient in deploying cloud solutions using Microsoft Azure, including Azure VMs, Storage, and Functions. Passionate about using technology for data analytics and software development to improve accounting and finance processes. Seeking roles to apply my technical skills in innovative, tech-driven organizations.

Experience

Audit Senior

Deloitte Bangladesh, April 06, 2021 - April 05, 2024

[Refer to Annexure A for detailed job responsibilities]

Intern

EXIM Bank Bangladesh Ltd., 2019 Feb-Apr

Three months Internship titled 'General Banking Activities' of EXIM Bank of Bangladesh Limited.

Education

Institute of Chartered Accountants of Bangladesh (ICAB)

Chartered Accountancy (CA)

Grade: Professional Level

University of Rajshahi, 2019-2021

Master's of Business Administration (MBA) - Department of Accounting and Information Systems

Grade: 3.29 out of 4.00

University of Rajshahi, 2015-2018

Bachelor of Business Administration (BBA) - Department of Accounting and Information Systems

Grade: 3.37 out of 4.00

Gazipur Cantonment College, 2012-2014

Higher Secondary Certificate (HSC) - Business Studies

Grade: 5.00 out of 5.00

Rajendrapur Cantonment Public School and College, 2010-2012

Secondary School Certificate (SSC) - Business Studies

Grade: 4.88 out of 5.00

Training & Certifications

- **R Programming for Data Science** - Completed in February 2024 from Udemy
- **The Advanced SQL Server Masterclass For Data Analysis** - Completed in January 2024 from Udemy
- **SAP S/4HANA Finance & Controlling - Configuration & End User** - Completed in July 2023 from Udemy
- **SAP S/4HANA Sourcing & Procurement** - Completed in September 2023 from Udemy
- **Using Python with Excel** - Completed in July 2021 from LinkedIn
- **Using Python for Automation** - Completed in July 2021 from LinkedIn
- **Power BI for the audit** - Completed in June 2021 from Deloitte

Technical Proficiencies

Programming, Data Analysis & Development Database Management & Cloud Platforms

- | | |
|--|---|
| <ul style="list-style-type: none">• SQL• R for Data Science• Python for Data Science• PHP & MySQL for Web | <ul style="list-style-type: none">• PostgreSQL• Microsoft SQL Server• Microsoft Azure• Levvia and Omnia Audit Software |
|--|---|

Enterprise Software & Productivity Tools

- SAP S/4HANA Finance and Controlling
- Microsoft Office & Excel VBA
- SPSS Analysis

Data Visualization & Social Tools

- R Studio for R Programming
- Microsoft Power BI
- Github

Strength & Attributes

- Ability to interact effectively with people at all levels with patience, tact and diplomacy.
- Ability to learn fast and adapt well to new situations and opportunities.
- Perform proactively with friendly and supportive attitude.
- Highly organized and methodical with excellent time management and prioritization.

Volunteer Leadership & Involvement

Research Assistant

University of Rajshahi, 2019-2020

Involved as a Research Assistant with Prof. Dr. Rukshana Begum for the research project titled "Liquidity Management of Several Banking Corporation in Bangladesh".

Executive Member

Rajshahi University Business Club (RUBC), 2017-2018

Worked as Director of Program Management.

Language Proficiencies

Bangla Fluent in Bengali (Mother tongue).

English Good Professional Proficiency and Full Working Knowledge in English.

Personal Information

Father's Name : Tazuddin Ahmed

Mother's Name : Manwara Begum

Date of Birth : 25 April, 1997

Gender : Male

Marital Status : Single

Religion : Islam

Nationality : Bangladeshi

Permnent Address : Village: Kewa Pashchim Khanda; Post: Mawna; Post Code: 1740; Upazilla: Sreepur; District: Gazipur.

References

Dr. Md. Sayaduzzaman

Professor

University of Rajshahi

Department of Accounting and Information
Systems, University of Rajshahi, Rajshahi- 6205.

Mobile: +8801912827857

Email: milons66@yahoo.com

Md. Nayan Mia FCA

CEO & Proprietor

(Ex- Senior Manager, Deloitte Bangladesh Ltd)

Nayan Mia & Co., (NMC) Chartered Accountants

Lily Pond Center (Level-8), Motijheel, Dhaka-1203

Mobile: +8801911950634

Email: nayan@nmc.com.bd

Annexure A

Comprehensive Overview of Roles and Responsibilities at Deloitte as an Audit Senior

IT Audit

Brac

- In my role in IT audit, I meticulously assessed and managed user access privileges, ensuring secure and compliant systems. Testing the data integrity including accuracy and completeness of about 30 million rows of datasets.
- Additionally, I conducted thorough audits on direct data access, system settings, application changes, database changes, system software changes, data conversion, network security, data backup procedures, and job scheduling, ensuring the integrity and confidentiality of critical IT infrastructure.

Statutory Audit

Epic Garments Company Limited

- Leveraged Omnia audit software to spearhead comprehensive financial statutory audits. Extracted and analyzed journal entries and the massive ACDOCA dataset (9 million rows) with expertise, ensuring financial statement accuracy. Identified data inconsistencies and delivered concise audit reports with actionable recommendations.
- Omnia's robust functionalities empower the delivery of insightful and precise statutory audit reports. My expertise ensures these reports are consistently delivered with clarity and accuracy, streamlining the entire statutory audit reporting process.

MetLife Insurance Bangladesh

- Conducted targeted financial audits for an insurance company, specializing in Agents' Commission, Surrender Value, and Investments.
- Employed advanced data analysis for Journal dump to ensure transaction accuracy.

United Finance Limited

- Developed and implemented customized Excel solutions for meticulous data analysis, including journal entry testing, during financial audits. These solutions enabled efficient and accurate extraction of insights from complex datasets exceeding 20 million rows. Additionally, leveraged expertise in Python for advanced data manipulation and analysis.
- Ensuring necessary provisions and overseeing the automatic charging of interest income through system enhancements for accurate and efficient financial transactions.

Berger Becker Bangladesh Limited

- Spearheaded comprehensive financial audits using Levvia, a leading audit software platform. Streamlined data extraction from SAP S4HANA and leveraged customized Python and Excel solutions for enhanced efficiency and accuracy in subsequent analysis and testing and conducted deep dives into massive datasets exceeding 5 million rows.
- My expertise extends to an in-depth understanding of key components process of SAP S4HANA such as Product Cost Estimation, Purchase Info Record, Inventory Movements and how moving average prices are calculated.