

Saklayen Ahmed

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17 February 2024

Manager

Talent Acquisition Team

Optimizely

Dear sir,

I am writing to express my interest in the Senior Data Analyst position at Optimizely, as advertised. With a Bachelor's and Master's degree in Accounting and Information Systems, combined with my ongoing pursuit of Chartered Accountancy qualification, I bring a unique blend of analytical rigor and business acumen to the role. Furthermore, my proficiency in Python, R, SQL, Power BI, and Excel aligns well with the technical requirements outlined in the job description.

During my tenure as a data analyst with diverse industry exposure, I have honed my skills in leveraging data to drive strategic decision-making across finance, sales, customer success, and go-to-market functions. Collaborating closely with cross-functional teams, I have effectively identified, prioritized, and solved complex business problems by deriving actionable insights from large datasets. My expertise in SQL, Power BI, and other analytical tools has enabled me to develop and deliver comprehensive reporting, including trend analyses, data inaccuracies, and operational efficiencies.

One of my key strengths lies in my ability to bridge the gap between technical expertise and business objectives. By applying statistical techniques and data mining methodologies, I have consistently provided valuable insights that have informed critical business decisions. Moreover, my experience in database design, development, and implementation has facilitated process optimization and automation initiatives, thereby driving efficiency gains and cost savings for the organization.

I am particularly excited about the opportunity to contribute to Optimizely's mission of empowering businesses to deliver exceptional digital experiences through data-driven insights. I am confident that my analytical skills, coupled with my strong attention to detail and commitment to accuracy, make me a valuable asset to your team.

In conclusion, I am eager to bring my expertise in data analytics and my passion for driving business success to the Senior Data Analyst role at Optimizely. I am excited about the prospect of contributing to a dynamic and innovative team and am looking forward to the opportunity to discuss how my background, skills, and experiences align with the needs of your organization.

Thank you for considering my application. I am looking forward to the possibility of discussing my candidacy further.

Warm regards,
Saklayen Ahmed

Saklayen Ahmed

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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

Permnet 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.