

Saklayen Ahmed

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

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

06 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, Data Science, Finance position at MetLife Bangladesh, as advertised. With a Bachelor's and Master's degree in Accounting and Information Systems and CA partly qualified, coupled with over a year of experience in data analytics and financial modeling, I am excited about the opportunity to contribute to your finance team and leverage data-driven insights to unlock value generating opportunities.

In my previous role, I have demonstrated proficiency in preparing financial and business analytics reports from large datasets, utilizing advanced data science techniques and statistical modeling to extract actionable insights. I have a proven track record of analyzing vast datasets about 30 million rows, ensuring data accuracy, and identifying trends to drive business opportunities effectively.

My expertise extends to utilizing programming languages such as R, SQL and Python for data analysis and modeling, alongside strong Excel skills to streamline processes and enhance decision-making capabilities. Moreover, my proactive approach, attention to detail, and ability to work under pressure have enabled me to meet strict deadlines while maintaining the highest standards of quality and accuracy.

Furthermore, I am particularly drawn to MetLife Bangladesh's commitment to strategic thinking, talent development, and driving results. I am eager to contribute to the company's goals by leveraging my skills in data analytics, financial modeling, and strategic problem-solving.

Enclosed is my resume, which provides further details regarding my qualifications and achievements. I am enthusiastic about the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to the success of MetLife Bangladesh.

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

- SQL
- R for Data Science
- Python for Data Science
- PHP & MySQL for Web

Enterprise Software & Productivity Tools

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

Database Management & Cloud Platforms

- PostgreSQL
- Microsoft SQL Server
- Microsoft Azure

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

United Finance Ltd

- Utilized advanced Excel formulas and Python for meticulous data analysis during financial audits, ensuring precision and efficiency in extracting insights from complex datasets of about 20 million rows.
- In my role checking the loan portfolio, I facilitated seamless loan approval processes, ensuring necessary provisions and overseeing the automatic charging of interest income through system enhancements for accurate and efficient financial transactions.

Epic Garments Company Limited

- As an expert in data extraction within SAP S4HANA, I have successfully ensured the accuracy of financial statements by navigating JE dumps and the ACDOCA dataset of about 09 million rows. My responsibilities encompass identifying inconsistencies in financial data, leading to the creation of concise audit reports featuring actionable recommendations.
- Leveraging my proficiency in financial analysis and clear communication, I contribute significantly to delivering precise and insightful financial reporting.

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.

Berger Becker Bangladesh Limited

- Specializing in data extraction within SAP S4HANA and testing the integrity using Python and advanced Excel formulas to confirm the accuracy and completeness of about 05 million rows of datasets. I ensure financial accuracy while comprehensively understanding the workflow of product cost estimation.
- Leveraging features such as Universal Journal for comprehensive financial visibility and Material Master for precise cost tracking, my expertise extends to an in-depth understanding of key components such as Product Cost Estimation, Purchase Info Record, Inventory Movements and how moving average prices are calculated.