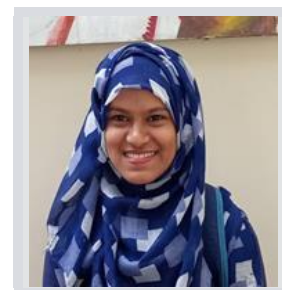


TASNIMA AKTAR

Data analyst | Business Analyst

Address: Dhaka
Mobile No: 01521513597
Email: tasnimwp@gmail.com
Website: tasnimxpress.github.io



Career Objective:

Flexible Data Analyst, proficient in collecting, interpreting, analyzing, visualizing, and documenting data in a dynamic environment hoping to fill that position set to improve business operational productivity.

Special Qualification:

- 1: I am an enthusiastic, professional, loyal, hard-working person.
- 1: Confident to analyze, finding results, making reports, and giving feedback.
- 3: Data-driven problem-solver, detail-oriented, Critical thinker, and fast learner.

Employment History:

Total Year of Experience: 0.4 year.

1. Data Collector and entry operator

(April, 2021 - August, 2021)

Master Bari IT

Mirpur, Dhaka

Area of Expertise

Data Collection and Cleaning (0.4 yr.)

Duties/Responsibilities

I have collected more than 500 pieces of data from 20 different sources both online and onsite.

I have entered data, cleaned the data using excel, and kept reliable and authentic data before handing it over to the organization.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pass Year
Bachelor of Science (BSc)	Computer Science & Engineering	Gono University	CGPA:3.6 out of 4	2021

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Prepare, Clean, Transform, and Data using Power BI	Microsoft Power BI	Coursera Project Network	USA	Online	2022	2 hours
Create Charts and Dashboards Using Microsoft Excel	Excel, Line Chart, Data Analysis, Pie Chart, Pivot Table, Bar Chart	Coursera Project Network	USA	Online	2022	2 hours

Professional Qualification:

Certification	Institute	Location	From	To
Work Smarter with Microsoft Excel	Microsoft	Coursera	July 7, 2022	September 25, 2022
Google Data Analytics Professional Certificate	Google	Coursera	March 20, 2022	September 13, 2022

Specialization:**Fields of Specialization**

- Data Analysis
- SQL
- MS Excel
- MS Office
- Google Sheets
- Data Collection
- Python
- Business Analysis
- MS Power BI
- HTML, CSS
- Critical Thinking
- Data Cleansing
- Project Management
- Collaborative & Communicative
- Detail-oriented
- Problem solving
- Fast Learner
- Attention to details

Extra-Curricular Activities:

1. Member of Mixed martial arts club (MMA), Invictus.
2. Was a member of the Programming language club, at Gono University.
3. Planner in event planning, CSE Fest at Gono University.
4. Volunteered in distributing winter clothes with Master Bari IT.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details:

Father's Name : Md. Abu Hashem
Mother's Name : Jesmin Nahar
Date of Birth : January 14, 1998
Nationality : Bangladeshi
Religion : Islam
Present Address : 266/4, Water tank circle, Sher-e-Bangla Nagar, Dhaka
Blood Group : O+

References:

Name	: Tania Aktar	Marufa Khatun
Organization	: Gono University	Sher-e-Bangla Agriculture University
Designation	: Assistant professor	Assistant Lecturer
Mobile	: 01717238063	01765894064
Relation	: Academic	Family