

CURRICULUM VITAE OF

Md. Sohag Sarker

 **Bepari Market, Dhaka Cantonment, Dhaka.**
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Objective: I would like to devote all my knowledge, Skill, self-motivation power and experience to my profession in such a prosperous way where honesty, transparency and accountably would be enlightened. Providing the best Performance by my youth and energy. I could have the opportunity to strengthen the organization and build up my career also.

Working Experience (7.5 Years)

①	Organization Name Organization Type Designation Department Duration Office Address	: Shakti Foundation for Disadvantaged Women : Non-Profit Organization : Senior Manager (Business Data Analyst) : Microfinance (Risk Management Unit) : 30 Oct 2024 to till now (01 Year) : House 4, Road 1, Block A, Section 11, Mirpur, Pallabi, Dhaka-1216
	<u>Job Responsibilities</u> ✦ Monthly Branch Wise Quality Analysis Report – covering PAR (Portfolio at Risk) and OTR (On-Time Repayment) performance. ✦ Monthly Microfinance Performance Tracker Report – tracking key microfinance operational and financial indicators. ✦ Borrower Repayment Capacity and Behavior Analysis – assessing clients' repayment trends and financial capacity. ✦ Center-wise Member and Borrower Analysis – evaluating membership and borrower data across centers. ✦ Incentive Development and Calculation – preparing incentive structures and calculations as per MFI policy. ✦ Branch Day Opening Monitoring Report – ensuring daily branch operational readiness and reporting. ✦ Branch-wise Daily OTR Analysis – monitoring repayment performance across branches on a daily basis. ✦ OTR Analysis Dashboard – developing and maintaining dashboards for repayment trend visualization. (Product, Loan Ceiling, Sector, Term, Duration) ✦ ERP Report Data Validation and System Gap Follow-up – identifying missing data and coordinating with IT Team for ERP issue resolution. ✦ Employee-wise Workload Analysis – assessing task distribution and workload efficiency across employees.	
②	Organization Name Organization Type Designation Department Duration Office Address	: CLICK ERP : Software Company : Senior Executive (Business Data Analyst) : ERP Implementation (Textile Operation) : 27 May 2023 to 28 Oct 2024 (01 Years 05 Months) : Road#8, House#12/A, Gulshan-1, Dhaka-1212

Job Responsibilities

- ✚ Led and managed the end-to-end implementation of [Software/ERP System] for the organization, ensuring successful deployment and user adoption.
- ✚ Collaborated with technical teams and vendors to resolve complex technical issues and implement system enhancements based on user feedback.
- ✚ Provided ongoing support during the implementation phase, addressing user queries, troubleshooting issues, and ensuring smooth project progress.
- ✚ Coordinated with cross-functional teams, including business analysts, developers, and stakeholders, to gather requirements and create a comprehensive implementation plan.
- ✚ Conducted thorough system assessments and gap analyses to identify areas for configuration and customization to meet business needs.
- ✚ Led user training sessions to equip team members with the necessary skills to effectively utilize the new system and increase user proficiency.
- ✚ Developed and executed comprehensive test plans, conducting rigorous testing to ensure the quality and accuracy of the software before go-live.
- ✚ Prepared regular status reports and updates for management and stakeholders, providing insights into project progress and outcomes.
- ✚ Managed data migration efforts, ensuring the secure and seamless transfer of data from legacy systems to [Software/ERP System].

③	Organization Name	: NRG Composite Fabric Dyeing Ltd. (NR Group)
	Organization Type	: Knit Composite Textile
	Designation	: Junior Executive (Data Analyst)
	Department	: Opex (Dyeing, Finishing & Quality)
	Duration	: 15 May 2022 to 20 May 2023 (1 Year)
	Factory Address	: Jamirdia, Masterbari, Valuka, Mymensingh.
	<u>Job Responsibilities</u>	
	✚ Making all department to make all department wise production & Costing Data report wise problematic analysis Report Daily and Monthly Basis. ✚ To make all type of data report to maintain operational Excellence working criteria. ✚ To Develop Department Data sourcing and Analysis with Power BI, Tableau and Excel. ✚ To Make Monthly KPI's report and Data Modeling.	

④	Organization Name	: Evince Textile Ltd. (Evince Group)
	Designation	: Production Co-coordinator (MIS)
	Department	: Dyeing & Warping
	Duration	: 01 Mar 2021 to 12 May 2022 (01 Years 02 Months)
	Factory Address	: Shirichala, Vhabanipur, Gazipur.
	<u>Job Responsibilities</u>	
	✚ Prepare the production report in the software with proper verification. ✚ Create requisitions for chemicals and yarn as per production requirements. ✚ Maintain accurate reports of chemical and yarn stock on the production floor. ✚ Ensure there are no shortages that could disrupt ongoing production. ✚ Report any major issues immediately to the concerned quotation staff.	

⑤	Organization Name	: Fakhruddin Textile Mills Ltd. (Urmi Group)
	Designation	: Production Reporter (MIS)
	Department	: Final Inspection (QAD)
	Duration	: 01 Jul 2019 to 28 Feb 2021 (01 years 07 Months)
	Factory Address	: Kewa, Kewa Bazar, Sreepur, Gazipur.
	<u>Job Responsibilities</u>	
	✚ Record every fabric report entry carefully and accurately. ✚ Ensure that all delivery and production data are entered into the ERP system. ✚ Submit the daily production report for the last 24 hours via email. ✚ Immediately inform the shift in-charge of any major issues. ✚ Update the system with the current condition of all fabrics (OK or Not OK).	

⑥	Organization Name	: Bkash Limited
	Distributor Name	: Ali and Sons
	Designation	: Asst. Compliance Officer
	Duration	: 01 Jun 2016 to 31 Dec 2017 (01 years 06 Months)
	Address	: Kewa, Kewa Bazar, Sreepur, Gazipur.
	<u>Job Responsibilities</u>	
	✦ Supervise SR team members and ensure completion of any reports or tasks assigned by the Head Office. ✦ Submit the daily update report before the end of office hours. ✦ Maintain and update all documents and information in an organized and timely manner.	

Computer Skills	: Basic computer knowledge hardware and software. : Typing Speed Minimum 25 & 30 Word in English and Bangla. : Adobe Photoshop & Illustrator (CS3, CS6, CC2018) : Graphics Design : Web Research & Emailing. : Basic Knowledge about HTML, CSS, Bootstrap : I have a lot of Experience working on any operating system. (Windows 7, 10, 11)
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Data Analytical Skills	: Data Visualization (Microsoft Power BI, Microsoft Advanced Excel, Tableau) : Microsoft office (Word, Excel, Power point, Outlook, Microsoft Visio) : Capability to work any Management and Database (MySQL, Oracle, Postgres) with ERP System.
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Professional Training	Organization Name	: Wizard Software & Technology Bangladesh Ltd.
	Course Name	: Microsoft Power BI Data Analyst Associate
	Project Name	: Digital Entrepreneurship and Innovation Ecosystem Development Project (DEIED)
	Duration	: 03 Months
	Address	: Karwan Bazar, Dhaka.
	Organization Name	: Medsit Development Ltd.
	Course Name	: Microsoft Office Application
	Duration	: 03 Months
	Address	: Uttara, Dhaka
	Organization Name	: Upazila ICT Training and Resource Center for Education (BANBEIS)
	Course Name	
	Duration	: 15 Days
	Address	: Sreepur Upozila, Gazipur.

Educational Qualification	I completed Bachelor of Business Studies (BBS) in Pear Ali University College under of National University in 2018 with 2.75 out of 4.00 results. I have done Higher Secondary Certificate (HSC) in Bhawal Badre Alam Govt. College, Gazipur Department of Business Studies in 2013 with 1.90 out of 5.00 results. I have done Secondary School Certificate (SSC) in A.D.B.M High School Department of Business Studies in 2011 with 3.75 out of 5.00 results.
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Additional Qualification	Certificate	: Diploma-in-Computer Science and Application (DCSA)
	University	: Bangladesh Open University (BOU)
	Institute Name	: College of Business Science and Technology, Mymensingh. (CBST)
	Passing Year	: 2022
	Result	: 3.01 out of 4.00

Personal Information	Father's Name	: Abul Khair Sarker
	Mother's Name	: Parvin Begum
	Date of Birth	: 14 Oct 1996
	Place of Birth	: Chandpur
	Gender	: Male
	Religion	: Islam
	Marital Status	: Married
	Nationality	: Bangladeshi
	Blood Group	: O+
	Height & Weight	: 5'3" & 54 Kg
	Hair & Eye Color	: Black

Present Address		Permanent Address	
Village	: Bepari Market	Village	: BeraiderChala.
Post Office	: Dhaka Cantonment	Post Office	: Gilaberaid
Police Station	: Cantonment	Police Station	: Sreepur.
District	: Dhaka	District	: Gazipur.

Language Proficiency	Language	Writing	Reading	Speaking	Listening
	Bengali	Excellent	Excellent	Excellent	Excellent
	English	Good	Good	Average	Good

Declaration of Authentication: I do here declare that all information presented here are true to my knowledge. If required & where applicable, this document can be supported by appropriate authentic certificates/papers.

Date: 31 Oct 2025

Signature of

