



Md Shah Alam, MCT
Chief Training Officer
Dikkha: Training & Consultancy

Microsoft Certified Trainer
MS Excel Trainer & Consultant
Power BI Trainer & Consultant

Empower Your Data To Visualize
Powerfully

Training Summary

Course Types	Level	Days Required	Total Assessment	Total Test	Total Project	Audience
Excel Dashboard Reporting	Advance	20 Hours	2	2	5	Sales, HR, Operations, Admin, Supply Chain, Finance and Accounts etc.

Training Take-home

Course Types	Summary
Excel Dashboard Reporting	Power Automation and Reshaping of Data, Summarize and Analyze Data, Manage Non-Chart Visualization, Manage Chart Visualization and Many More Hacks

Learning Summary

Course Types	Summary
Excel Dashboard Reporting	<ol style="list-style-type: none"> 1. Excel Advance Table 2. Basic to Advance Pivot Table 3. Power Query 4. Macro & VBA 5. Non-Chart Visualization: Advance Conditional and Custom Formatting 6. Chart Visualization 7. Projects

Class Schedule

Classes of all of our courses are held on Fridays and Saturdays, as well as after regular office hours on weekdays

Please get the information of your class schedule before admission

Training Investment

Course Types	Actual Price	Discounted Price
Dashboard Reporting by MS Excel	Tk.5,000/-	Tk.3,500/-

Profile

Chief Training Officer



Professional Experiences:

- Four Years of Work Experience in IDLC Finance Ltd.
- Six & Half Years of Work Experience in LankaBangla Finance Ltd.
- Last Position: Head of Department of MIS and Regulatory Reporting, Operations Division, LankaBangla Finance Ltd.

Training Experiences:

- Provided Individual Training to the Job Holders of Banks, Financial Institutions, Local Companies, Conglomerate Group
- Provided Corporate Training Facilities to Local Financial Institutions, Multinational NGO, Foreign Bank
- Conducted a workshop organized by PrimAsia University, American International University-Bangladesh & Daffodil International University
- Provided training to the Newly Qualified members of ICMAB
- Provided training to students of Dhaka University organized by Skill Hunt
- Instructed Two recorded courses of MS Word for Lead Academy
- Around 1500 individuals have been trained

Achievement:

- Microsoft Certified Trainer and Microsoft Certified MS Excel Expert
- Received “Individual Aptitude Award” for Designing Different MIS Reports
- Enjoyed Full Scholarship in BBA and Half Scholarship in MBA
- Received Best Student Award in MBA

Certification:

- Unlock Excel VBA and Excel Macro
- Data Analysis & Business Intelligence- Power Query, Power Pivot & DAX language
- Power BI Tools, including Power BI Desktop, Power BI Pro (Service) and PowerBI Developer
- SQL Boot map for query
- Advance English Writing

Training Provided To



UNIVERSITY OF DHAKA
ESTABLISHED: 1921



Skill Hunt
Leading Towards Development



Training Portfolio (1)

Organization Name	Type of Organization	Training Name	No of Training Sessions	Total Participants	Remarks
Médecins Sans Frontières (MSF)	International NGO	Basic – Intermediate MS Excel	10	150	Working with MSF since 2020
Médecins Sans Frontières (MSF)	International NGO	Advance MS Excel	3	50	Working with MSF since 2020
Médecins Sans Frontières (MSF)	International NGO	Workshop on application of MS Excel in Finance & Accounts	1	20	International staff also joined
National Finance Ltd	Local NBF	Basic MS Excel	1	20	-
National Finance Ltd	Local NBF	Advance MS Excel	1	20	-
WOORI BANK	Foreign Bank	Advance MS Excel	1	35	-
LankaBangla Finance Limited	Local NBF	Basic MS Excel	2	40	Conducted In-house training as Staff
LankaBangla Finance Limited	Local NBF	Advance MS Excel	1	12	-

Training Portfolio (2)

Organization Name	Type of Organization	Training Name	No of Training Sessions	Total Participants	Remarks
ICMAB	Institute of Cost and Management Accountants of Bangladesh	Basic MS Excel	1	15	Participants are Newly Qualified Members
ICMAB	Institute of Cost and Management Accountants of Bangladesh	Intermediate MS Excel	2	45	Participants are Newly Qualified Members
ICMAB	Institute of Cost and Management Accountants of Bangladesh	Advance MS Excel	2	30	Participants are Newly Qualified Members
Primeasia University	Private University	Workshop on Business MS Excel	1	30	Outgoing Students
AIUB	Private University	Workshop on importance of MS Excel in Business	1	25	Outgoing Students
YSSE	NGO	Operational Excellence with Power Point	1	30	-
Dhaka University	Public University	Basic to Advance Excel	1	28	Organized by Skill Hunt

Training Portfolio (3)

Organization Name	Type of Organization	Training Name	No of Training Sessions	Total Participants	Remarks
Daffodil International University	Private University	Workshop on importance of MS Excel in Business	1	50	Outgoing Students
Daffodil International University	Private University	Workshop on importance of MS Excel in Business	2	100	Students from different discipline
YSSE	NGO	Operational Excellence with MS Excel	1	60	-

Dikkha: Training & Consultancy has provided online and offline training to more than 400 individuals at its own center



DIKKHA

TRAINING & CONSULTANCY

Distinct & Dynamic

**Advance Level (II): Excel
Dashboard Reporting**

**Automation of Task-
Macro & VBA**

**Large Data Management-
Power Query**

**Chart and Graph-
Data Visualization**

Objective of this Training

The objective of this Training is to help the audiences develop their skills and knowledge on Power Query and Dashboard on the purpose that they can prepare their data more powerfully through transformation and tell the story by visualizing through lucrative dynamic dashboard

Key Takeaways from This Training

Automation of Tedious Task

Large Data Set Management

Data Visualization for Storytelling

Apply Learning in the Workplace

What the Participants are going to Learn

Automation of Tedious Task by Macro and VBA

Perform Large Data Management by Exploring Power Query through Transformation of Data

Data Visualization Technique for Storytelling of data

Dashboard Design Technique for Data Visualization

Specialties of This Training

Pre and Post Assessment will be evaluated

A good number of Assessments and Tests will be taken

Worksheet along with Practice Sheet will be provided

Handouts will also be provided

Various real-life cases will be solved

Projects under Each Main Topic will be conducted

Certificate to be awarded only when he/she qualifies the assessment

Training Summary

Audience:

Service Holder

Prerequisite:

Intermediate Level

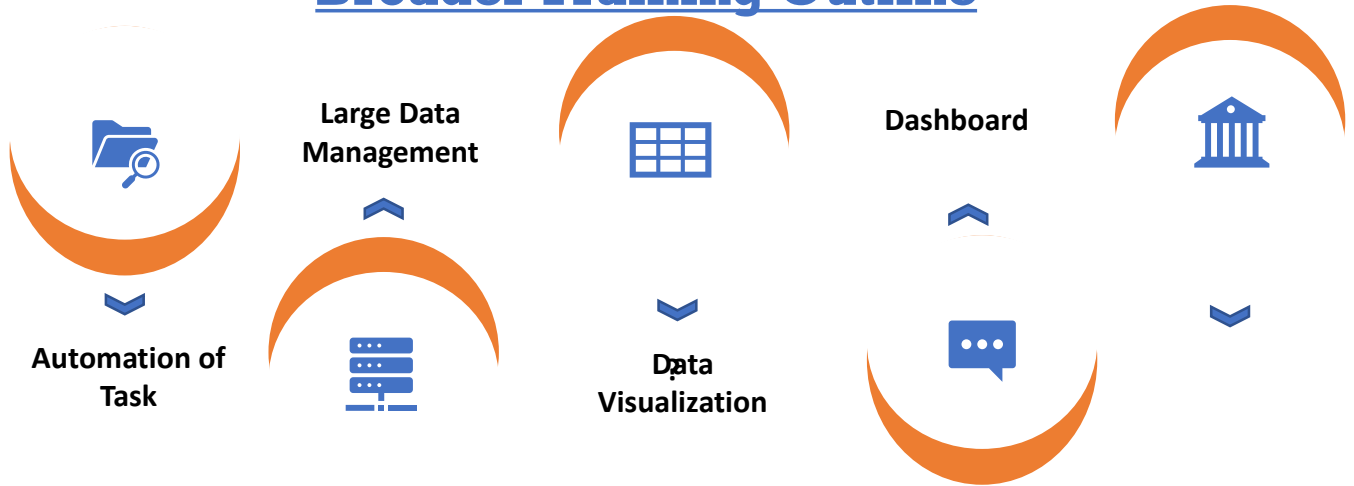
Total Duration:

18 Hours/3 Days

Training Mode:

Offline

Broader Training Outline



Detailed Training Outline

Pre-Assessment

Section 1: Automation of Tedious Task

- a. How to record Macro
- b. How to run Macro
- c. How to assign Macro
- d. Working With Active-X Control
- e. Dynamic Advance Filtering
- f. Call Macro
- g. Protect Coding
- i. Dynamic Data Presentation by scrolling down

Assessment Test-1

Project 1: Transfer Data to Multiple Sheets from Master Worksheet

Section 2: Large Data Management

- a. Meet Power Query
- b. Connect Data: Excel, Text, Online, PC Folder
- c. Get and Transform: Query Editor
- d. Data Loading Option
- e. Data Transformation
- f. Adding Column
- g. Merging Queries & Appending Queries
- h. Query Editor Tool: Home, Transform, Add Column

Assessment Test-2

Project 2: Clean data from Text Document, Connect Workbook to Web Page, Connect to a Local Folder

Section 3: Data Visualization by Lucrative Dashboard

- a. Broad Discussion on Excel Table
- b. Getting Started with Pivot Table and Charts
- c. Applying Slicer for Dynamic Filtering
- d. Different Types of Charts
- e. Using Shapes For Dashboard Design
- f. Application of Form Control and Active-X Control in Making Dashboard Dynamic
- g. Making Dashboard Dynamic by Connecting Different Excel File in a Local Folder by PowerQuery
- h. Application of Name Manager in Dashboard
- i. Application of Formula and Functions in Dashboard

Project 1: Sales Dashboard

Project 2: Business KPI

Project 3: NPL Dashboard