X CEL

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
MIS Reporting	Intermediate-Advance	3 Days/ 18 Hours	2	6	3	Sales, HR, Operations, Admin, Supply Chain, Finance and Accounts etc.

Training Take-home

Course Types	Summary
MIS Reporting	Reconstruct Database, MIS Reports by Advance Formula and Functions, Summarize Data by Pivot Table, Create Beautiful Appearance of Data and Many More Hacks

Learning Summary

Course Types	Summary	
MIS Reporting	1. Text Functions for Dynamic Data Manipulation 2. Conditional Analysis Functions 3. Match and Lookup Functions 4. Financial Functions 5. Date and Time Functions	6. Conditional and Custom Formatting 7. Pivot Table for Summarization of Data 8. Projects

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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
MIS Reporting by MS Excel	Tk.5,000/-	Tk.3,500/-

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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
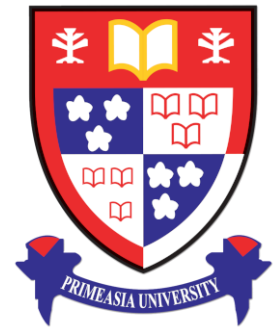- Around 1500 individuals have been trained

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

National Finance Ltd

WOORI BANK
BANGLADESH

MEDECINS
SANS FRONTIERES
সীমান্তবিহীন চিকিৎসক দল

LankaBangla
FINANCE

ICMAB
THE INSTITUTE OF COST AND MANAGEMENT
ACCOUNTANTS OF BANGLADESH

Daffodil International University
DIU

AMERICAN INTERNATIONAL UNIVERSITY
PRAESIDIUM
DISCIPLINA
CIVITATIS
1994
BANGLADESH

PRIMEASIA UNIVERSITY

STAGE OF INNOVATI
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UNIVERSTY OF DHAKA
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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 NBFI	Basic MS Excel	1	20	-
National Finance Ltd	Local NBFI	Advance MS Excel	1	20	-
WOORI BANK	Foreign Bank	Advance MS Excel	1	35	-
LankaBangla Finance Limited	Local NBFI	Basic MS Excel	2	40	Conducted In-house training as Staff
LankaBangla Finance Limited	Local NBFI	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

Advance Level (I):
MIS Reporting

Objective of this Training

The objective of the training is to help the audiences develop their skills and knowledge on MS Excel on the purpose that they can manage their data related tasks more efficiently and productively and add more value to their organization

Key Takeaways from This Training

Understand the Formula and Functions of MS Excel for Dynamic MIS Reporting	Calculate, Summarize and Analyze Data By Pivot Table	Apply Learning in the Workplace

What the Participants are going to Learn

Reconstruct Database from the Raw Data	Apply Formula and Functions to Prepare Dynamic MIS Reporting	Analyze Data to Gain Insights for Decision-Making
Summarize The Large Data Set	Conditional Formatting for Beautiful Appearance of Data	Master the Date and Time Functions in Excel
	Financial Functions. Scenario Analysis	

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:	**Prerequisite:**	**Total Duration:**	**Training Mode:**
Service Holder	Basic Knowledge	18 Hours/3 Days	Offline

Broader Training Outline

Conditional Analysis

Conditional Formatting

Date and Time

Dynamic Data Manipulation

Match & Lookup

Financial Function

Pivot Table
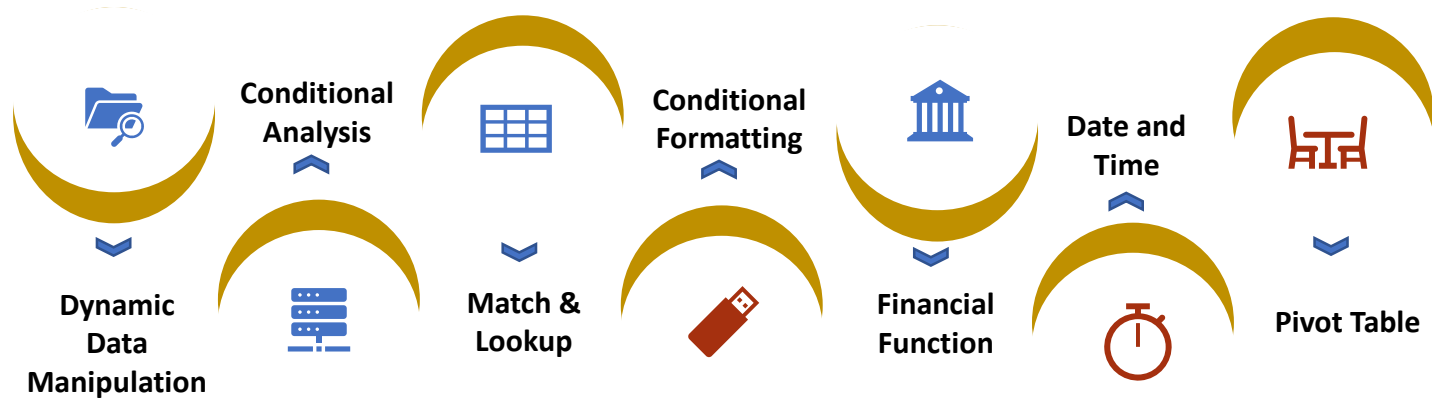
Detailed Training Outline

Pre-Assessment

Section 1: Dynamic Data Manipulation

A.   Commands of Main Tabs

Home Tab: Paste, Paste Special, Format Painter, Orientation, New Line, Merge Across, Data Formatting, Clear, Fill, Find and Select

b. Insert Tab: Hyperlink

c. Page Layout Tab: Page Set up and Print, Theme

d. Formula Tab: Name Manager, Formula Auditing, Watch Window

e. Data Tab: Filter, Text to Columns, Remove Duplicates, Data Validation, Goal Seek, Group by Subtotal

f. View Tab: Navigation, New Window & Arrange All, Freez Panes, Hide and

B. Tips and Notes on Formula, Cell Reference, and Formula Copy

a. Some Important Tips on Excel Formula

b. Some Important Tips on Excel Cell Reference

c. Other Important Notes

C. Manipulating Text

a. Setting text to sentence case

b. Join text string

c. Removing space from a text string

d. Counting characters in a cell

e. Extracting parts of a text string

f. Finding a particular character

g. Substituting text string

h. Finding similar multiple characters

i. Dynamic "Extracting parts of a text string"

Assessment Test: 1   Assessment Test: 2   Assessment Test: 3

Project 1: Reconstruct a Database

Section 2: Conditional Analysis to Gain Insight

a. Simple and multiple conditions
c. Counting that meets conditions

b. Logical condition with AND & OR
d. Summing that meets conditions

Assessment Test: 4

Project 2: Prepare Dynamic MIS Reporting

Section 3: Match and Look up for Retrieving Info

a. Find the row and column number by lookup matching
b. Looking up on a left lookup column
c. Looking up horizontally
d. Hiding errors returned by lookup functions
e. Difference between Exact and Approximate match
f. Looking up on a two-way matrix
g. Fill all cells in a table in one attempt by Lookup

Assessment Test: 5

Project 3: Database Preparation by Application of Approximate Match

Section 4: Conditional Formatting for Presenting Vivid Data

a. Highlight cells that meet criteria
c. Colour Scale & Data bar, Icon Set
e. Text Formula
g. Input different types of data in the same cell

b. Top/Bottom Rule
d. Manage Rule
f. Custom Formatting

Section 5: Mastering Date and Time

a. Series of Months
c. Find a Deadline

b. Length of Services or Find Age
d. Find the Number of Working Days

Section 6: Others

a. Data Validation: Validation Criteria, Input Message and Alert Criteria
b. Sorting: Data Sorting. Reshuffle Row and Column
c. Making Formula Error Free
d. Protect Data

Assessment Test-6

Project 3: Dynamic Duty Rostering

Section 7: Financial Functions

a.   PMT   b. IRR   c. XIRR   d. Rate   e. FV   f. PV
g. Amortization Schedule

Assessment Test-7

Section 8: Data Analysis by Pivot Table

a. Discussion on Table   b. Create a Pivot Table
c. Different Feature of Pivot Table   d. Application of Slicer on Table
e. Pivot Chart

Post Assessment

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