

Empower Your Data To Visualize Powerfully



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

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

www.dikkhabd.com

Specialties of Our Training

1. Rich Training Content

2. Distinct way to Deliver

3. Connect to real world cases

4. Assignments after each day training

5. Huge Practices

6. Assessment Test During Training

7. Post Training Project

8. Post Training Assessment

9. Hand Out

10. Recorded Video

10. Post Training Refresh Session

Training Summary

Course Types	Level	Days Required	Total Assessment	Total Test	Total Project	Audience
Non Chart Visualization	Basic To Advance	6 Hours	2	1	1	Sales, HR, Operations, Admin, Supply Chain, Finance and Accounts etc.

Training Take-home

Course Types	Summary
Non Chart Visualization	Developing a Dynamic Dashboard by Non-Chart Visualization in MS Excel

Learning Summary

Course Types	Summary										
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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, MNC
- Conducted a workshop organized by PrimAsia University, American International University-Bangladesh, Daffodil International University, Army-IBA
- 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
- Working as a contractual in-house trainer in Brac ISD
- Around 1800 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

Information You Want To Know

Class Day:

Friday and Saturday

Class Time:

7 pm To 10 Pm

Total Hours:

6 Hours

Investment:

Tk.500/-

Total Class:

2 Classes (2 Fridays)

Training Provided To



UNIVERSITY OF DHAKA
ESTABLISHED: 1921





DIKKHA

TRAINING & CONSULTANCY

Distinct & Dynamic

Non Chart
Visualization

Detailed Training Outline

Pre-Assessment

Section 1: Pivot Table: Basic To Advance

- a. Excel Advance Table
- b. Slicer
- c. Basic Feature of Pivot Table
- d. Time Line
- e. Advance Feature of Pivot Table
- f. Converting to Regular Table

Section 2: Conditional Formatting

- a. Highlight cells that meet criteria
- b. Top/Bottom Rule
- c. Colour Scale & Data bar, Icon Set
- d. Manage Rule
- e. Apply Formula for Dynamic Result

Section 3: Custom Formatting

- a. Primary Knowledge of Custom Formatting
- b. Usages of Emoji
- c. Application of Different Number Formatting

Section 4: Other Applications

- a. Excel Camera
- b. Linked Picture
- c. Sparkline
- d. Usages of Repeat Function

Project

Post Training Assessment