







Consultancy Service Proposal



Contact With

- | | |
|---|--|
|  Md. Shah Alam |  info@dikkhabd.com |
|  +8801884-808704 |  Dikkha: Training & Consultancy |
|  www.dikkhabd.com |  Dikkha: Training & Consultancy |

Initial Words

Dikkha Training and Consultancy (DTC) is pleased to provide you with this Consultancy Service Proposal for your esteemed organization. We understand that maintaining best services should be attached with paramount importance and we are committed to giving our utmost attention to meet your ultimate expectation so that the reflection of services from us will be visible in your operations.

We are a single point where you will get a variety of solutions. Our Team has a substantial amount of work experiences. We are committed and you can rely on us. We believe in the tagline “Distinct and Dynamic”

Declaration

We want you to consider this proposal an initial overview of our offerings and some of the details may be adjusted to suit your preferences and priorities

What We are

Dikkha Training and Consultancy (Previously known as Dikkha-Your Pathshala) has started the journey in June 2020 as an online training platform. Since then, we have been providing training to individuals on Microsoft Excel. We have also performed numerous corporate training programs on Microsoft Excel as part of our distinctive and dynamic training methodologies and delivery. Many officials from prestigious companies or Conglomerate Groups turn to us for our expertise to solve their Microsoft Excel problems. And, we have been effective in giving them consulting services on how to manage official MIS reporting and Data Visualization. We are slowly but sustainably emerging firm in Bangladesh.

We have strengthened our portfolio with the inclusion of Web Design and Development, Graphics Design, and Content Writing. Your organization may avail both the facilities: training and consultancy services from us

Md. Shah Alam, Founder and CEO, is the Microsoft Certified Trainer and Certified MS Excel Expert. Prior to founding Dikkha Training and Consultancy, he was the former head of department of MIS & Regulatory Reporting in LankaBangla Finance Limited. Before joining LankaBangla, he worked around four (4) years in IDLC Finance Limited. He has total 10.5 years of work experience in the above two top financial institutions in Bangladesh.

Our Aim and Objective

The aim of Dikkha Training and Consultancy is to collaboratively create a culture of partnership with our client.

Our objective is to add more value to the organization of our clients as Dikkha Training and Consultancy is a value-driven firm in Bangladesh.

Our Strategy is to work with our client as a problem-solving partner. We make our clients feel confident when they work with us.

What Solutions We Provide

- Office MIS Reporting Development By MS Excel
- Lucrative Dashboard Design & Presentation by MS Excel
- Interactive Dashboard Design by Microsoft Power BI
- Software Development by MS Excel and MS Access
- Graphic Design:
 - Logo Design
 - Business Card Design
 - Letterhead Design
 - Social Media Post Design
 - Flyer Design
- Web Design and Development
- Content Writing

Office MIS Reporting Development

by MS Excel

We will help in developing MIS Reports in Microsoft Excel and which is powerful way to analyse and present data in a structured and organized manner. The MIS reports include Financial Reports, Management Reports, Regulatory Reports for Financial Institutions, HR Reports, Supply Chain Management Reports, Sales Reports, Loan and Disbursement Reports, Operations Reports, Administration Reports and so on.

Here are some steps we will follow to complete the reports:

1. Gather and organize data
2. Clean and validate the data
3. Define report structure
4. Build formulas and calculations
5. Create charts and graphs
6. Automate data updates
7. Add interactivity
8. Test and validate the report
9. Distribute and present the report

Our services include:

- Advance formulas namely Array, Advance Array, Matching and Lookup, Logical, Text, Time, Offset, Indirect, Sumifs, Countifs, Data Validation, Goal Seek, Conditional Formatting, Custom Formatting Pivot Table and etc.

The service is for Window MS Excel

Price Range: \$10 To \$100/Tk.1,000 To Tk.10,000

Delivery Time: 1 day To 7 days

Note: A meeting may be required via Virtual Platform for resolving any kinds of confusions.

Lucrative Dashboard Design By Ms Excel

We will design a visually appealing dashboard that capture attention. Creating an effective and visually appealing dashboard involves careful planning and consideration of your audience and their specific needs. The Dashboard reports include Financial Dashboard, HR Dashboard, Supply Chain Management Dashboard, Operations Dashboard, Administration Dashboard, Non-Performing Loan Dashboard, Sales Dashboard, Disbursement and Loan Dashboard and so on.

Here are some steps we will follow to complete the reports:

1. Define your objectives
2. Plan your layout
3. Select appropriate charts/
graphs as per Pivot Table Summary
4. Keep it focused and concise
5. Use conditional and custom formatting
6. Utilize interactive elements
7. Provide context and explanations
8. Design for readability
9. Regularly update the data
10. Test and gather feedback

Our services include:

- Advance formulas, Conditional Formatting, Custom Formatting, Pivot Table, Power Query, Power Pivot, Dax, Macro, VBA, Form Controls, Graphic Elements and etc..

The service is for Window MS Excel

Price Range: \$10 To \$100/Tk.1,000 To Tk.10,000

Delivery Time: 1 day To 7 days

Note: A meeting may be required via Virtual Platform for resolving any kinds of confusions.

Interactive Dashboard in Power BI

We will tailor the interactive dashboard to meet your needs. Power BI is a powerful business intelligence tool that allows you to visualize and analyse data from various sources. We will enable you to explore data, gain insights, and make data-driven decisions by developing an interactive dashboard in Power BI. The Dashboard reports include Financial Dashboard, HR Dashboard, Supply Chain Management Dashboard, Operations Dashboard, Administration Dashboard, Non-Performing Loan Dashboard, Sales Dashboard, Disbursement and Loan Dashboard and so on.

Here are some steps we will follow to complete the reports:

1. Data Analysis and Modelling
2. Dashboard Design
3. Data Visualization
4. Data Connections and Refresh
5. Deployment and Sharing
6. Training and Documentation

Our services include:

- Microsoft Power BI

The service is for Window Power BI

Price Range: \$10 To \$100/Tk.1,000 To Tk.10,000

Delivery Time: 1 day To 7 days

Note: A meeting may be required via Virtual Platform for resolving any kinds of confusions.

Software Development by MS Excel and MS Access

We will development mini software using MS Excel and Ms Access. But, we need you to clearly define your software requirements and clarify the structure.

Here are some considerations to develop your software:

MS Excel:

We will create interactive forms, data entry sheets, and perform calculations using formulas

We will utilize Excel's Visual Basic for Applications (VBA) programming language to automate tasks, create custom functions, and enhance functionality

MS Access:

We will build relational databases and create user interfaces for data entry and reporting

We will use Access's built-in tools, such as the Form and Report Designers, to create user-friendly interfaces for data manipulation and presentation programming language to automate tasks, create custom functions, and enhance functionality

By using VBA, we will enable you to extend functionality, automate processes, and integrate with other applications
The service is for Window MS Excel and MS Access

Price Range: \$ 100 To \$500/Tk.10,000 To Tk.50,000

Delivery Time: 7 days To 30 days

Note: A meeting may be required via Virtual Platform for resolving any kinds of confusions.

Graphic Design

We will develop design concept and create visual design. Graphic design is a creative field that involves visual communication through the use of typography, images, colours, and other design elements. Based on your brief, we will brainstorm and develop design concepts that align with your vision and objectives. This involves considering factors such as target audience, brand identity, and design trends. Once the concept is approved, we will proceed with creating visual designs using graphic design software such as Adobe Photoshop, Illustrator, or other relevant tools. This includes working on elements like typography, imagery, colour schemes, and layout to produce visually appealing designs.

Here are the services we will provide:

1. Logo Design
2. Business Card Design
3. Letterhead Design
4. Social Media Post Design
5. Flyer Design
6. Any Other Projects

Our services include:

- Adobe Illustrator and Photoshop

Price Range: \$10 To \$500/Tk.1,000 To Tk.50,000

Delivery Time: 1 day To 7 days

Note: A meeting may be required via Virtual Platform for resolving any kinds of confusions.

WEB DESIGN AND DEVELOPMENT

We offer expert advice and assistance in creating, optimizing, and maintaining websites to meet specific needs of your business. We can help with various aspects of web design and development, including visual design, front-end development, back-end development, and web application development.

Here's a breakdown of the services we offer:

1. Strategy and Planning
2. Visual Design
3. Front-end Development
4. Web Application Development
5. Testing and Quality Assurance
6. Maintenance and Support

It's essential to clearly communicate your project requirements, timelines, and budget to ensure a successful partnership.

Please note that while we can provide general information on this topic, it's always advisable to conduct further research and

Price Range: \$200 To \$1,000/Tk.20,000 To Tk.100,000

Delivery Time: 15 days To 60 days

Note: A meeting may be required via Virtual Platform for resolving any kinds of confusions.

Content Writing

We help you significantly impact the success of various endeavours, including marketing campaigns, website development, blogging, and more. If you are looking to improve your writing skills or a business seeking guidance on crafting engaging and persuasive content, we can assist you in several ways.

[Here's an overview of the consultancy services we offer:](#)

1. Content Strategy
2. Writing Techniques
3. SEO Optimization
4. Editing and Proofreading
5. Audience Engagement
6. Social Media and Content Promotion
7. Content Optimization

It's essential to clearly communicate your project requirements, timelines, and budget to ensure a successful partnership.

Please note that while we can provide general information on this topic, it's always advisable to conduct further research and contact us for detailed information tailored to your unique needs.

Price Range: \$50 To \$1,000/Tk.5,000 To Tk.100,000

Delivery Time: 3 days To 30 days

Note: A meeting may be required via Virtual Platform for resolving any kinds of confusions.

Our Team



MD. SHAH ALAM

Founder & CEO
Microsoft Certified Trainer

Mr. Alam has 10.5 years of work experience in two top financial institutions in Bangladesh. He was the former head of department of MIS and Regulatory Reporting in Lanka-Bangla Finance Limited. He is a Microsoft Certified Trainer and Certified MS Excel Expert. He is one of Top MS Excel Trainers in Bangladesh. He received "Individual Aptitude Award" for Designing Different MIS Reports from LankaBangla.



ABDUR RAHMAN KHOKON

Marketing Executive
Negotiation & Communication Expert

Mr. Khokon has around 11 years of work experience as a Merchandiser in two top garments (Crony Group and Palmal Group) in Bangladesh. He has recently submitted the dissertation paper for the completion of Master's in Msc Marketing Management in the University of Hull. He has had a good number of professional and personal development programs through different trainings



MD. KAMRUL HASAN MOLLA

Software Developer by MS Access
MS Access Expert

Mr. Karmul has around 15 years of work experience in many financial institutions in Bangladesh. He is the unit head of MIS and Regulatory reporting in IPDC Finance Limited. He has developed many customized software by MS Access. He is very expert at MS Access. He will work as an adviser and software developer (on-contact) in Dikkha.



SUDIPTA SARKER

Full Stack Web Developer
Python Expert

Mr. Sudipta has completed his Computer Engineering in Gujrat Technological University. His core study area is Data Structure, Java, OOPC, DBMS, OS and AI. He is a full stack web developer. He loves to code using python. He is passionate with website developing using Django and fond of implementing new features in it.



MD. RASEL SHAIKH

Admin Officer
Graphics Designer , Logo Design Expert

Mr. Rasel has around 2 years of work experience in designing logo of multinational companies in the international freelancing market. He has earned a good record and reviews from the clients. He Aims to secure a place on an intermediate visualizer position, which will provide commercial exposure with opportunities for progression



MS. KHADIJA JAINAL ABDEN

Content Writer
Part at Business Writing Language

Ms. Khadija was the student assistant at the National Geographic Resource Center of University of Bahrain. She has successfully completed a TESOL/TEFL course from World TESOL Academy, as well as earning a Bachelor of Education in India and a Bachelor of Arts in English Language and Literature from the University of Bahrain

Term and Condition

This proposal contract outlines the terms and conditions that govern the contractual agreement between Dikkha Training and Consultancy and the client. Both We and the client agree to be bound by the terms laid out in this Proposal Contract. Whereas, we agree to deliver our services as per this proposal.,

- After the completion of agreement signing, the client must pay 30% of project money to Dikkha Training and Consultancy for starting the project
- Before submitting the first draft of the work the client must pay another 30% of project money to Dikkha Training and Consultancy
- After the final submission, the client must pay the entire amount as per their company policy
- If a client intends to cancel the agreement for any unavoidable circumstances, they must provide prior notice to the Dikkha In that case they will not get back the paid starting amount from Dikkha
- If Dikkha intends to cancel the agreement, they will return the starting received amount to the client

We request you to consider the above terms and conditions as an initial overview of our offerings and some of the details may be adjusted to suit your company policy.