

Khan Rafi Rayed

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PROFILE SUMMARY

Detail-oriented Health Economics graduate with strong analytical, research, and problem-solving abilities, seeking an entry-level role in a corporate environment. Proficient in data analysis, report preparation, communication, and digital tools, with the ability to adapt quickly to dynamic business settings. Demonstrated capability in handling information accurately, supporting team operations, and delivering client-focused solutions. Eager to contribute to organizational growth, operational efficiency, and professional excellence while building a long-term corporate career.

CORE COMPETENCIES

- Data Analysis & Interpretation
- Market Research & Reporting
- Customer Relationship Management (CRM)
- Banking Operations Support
- Lead Generation & Client Prospecting
- Basic Credit Analysis

SOFTWARE SKILLS

- Advanced MS Excel, Word
- PowerPoint Presentation & Reporting
- Intermediate STATA & SPSS
- Zoho CRM
- Email Marketing Tools: Brevo

ACADEMIC QUALIFICATIONS

Bachelor of Social Science in Health Economics

Institute of Health Economics | University of Dhaka

Passing Year: 2023 | CGPA: 3.05/4.00

Higher Secondary School Certificate (HSC)

Dhaka Residential Model College | Group: Humanities

Passing Year: 2019 | GPA: 5.00/5.00

Secondary School Certificate (SSC)

Savar Adhar Chandra Model High School | Group: Science

Passing Year: 2017 | GPA: 5.00/5.00

PROFESSIONAL EXPERIENCE

Fiverr (International Online Freelancing Marketplace) | October 2022 – present

Lead Generation Specialist & Market Researcher (https://www.fiverr.com/rafi_rayed)

Key Achievements:

- Successfully completed 100+ projects with consistent quality delivery
- Maintained a 4.9/5 client rating and 100% job success rate
- Achieved zero late deliveries, ensuring timely and reliable project completion

Intern – Health Insurance Claims Department (December '24 – March '25)

Pragati Life Insurance PLC | Karwan Bazar, Dhaka- 1215

Key Achievements:

- Assisted in processing and verification of group health insurance claims, ensuring accuracy, compliance, and timely settlement.
- Managed and analyzed policyholder data using Advanced Excel (Pivot Tables, VLOOKUP, data sorting and reporting) to support claims tracking and reporting.
- Prepared MIS reports and summary sheets to assist departmental decision-making and performance monitoring.

Intern – Research Department (November '24 – December '24)

CMED Health Ltd | New DOHS, Mohakhali, Dhaka- 1206

Key Achievements:

- Analyzed healthcare data using Excel and SPSS to generate statistical insights and reports.
- Collaborated with cross-functional teams to ensure data accuracy, confidentiality, and integrity.

VOLUNTEERING & COMMUNITY SERVICES

Excel Trainer | Health Economics Study Alliance (HESA) (2022)

- Conducted workshop as an Excel Trainer, delivering basic to advanced excel training to freshers, as a part of the club's skill development program 'BePro'.

Executive Member | South Asian Network on Economic Modeling (2021-23)

- Contributed to research discussions and academic activities
- Assisted in organizing events and coordinating with team members