

TANMOY SAHA TURJA

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PROFESSIONAL SUMMARY

Business & Data Analyst with 6+ years of progressive experience at the International Organization for Migration (IOM), the United Nations Migration Agency, spanning data analysis, survey design, monitoring and evaluation (M&E) of projects, and stakeholder reporting. Proficient in SQL, Python, R Programming, Tableau, and MS Excel, with proven expertise in designing survey instruments, managing field-level data systems, building dashboards, and translating complex datasets into actionable insights for executive decision-making. Demonstrated success in data governance, capacity-building of 200+ individuals including government officials, and evidence-based reporting for humanitarian and development outcomes. Holds an M.S. in Business Analytics (GPA 4.0/4.0 & Member of Delta Mu Delta International Honor Society) and an MBA in Operations Management (GPA 3.85/4.0).

TECHNICAL SKILLS

Languages & DBs	SQL (PostgreSQL, BigQuery), R Programming (tidyverse, dplyr, ggplot2), Python (pandas, NumPy)
BI & Visualization	Tableau, Power BI, MS Excel (pivot tables, VLOOKUP, XLOOKUP, INDEX-MATCH, statistical analysis, advanced formulas)
Analytics & Data Ops	ETL pipeline design, data cleaning, data validation, KPI & metrics development, predictive modeling, statistical analysis, data governance, requirements documentation
Survey & Data Collection	Kobo Toolbox, Microsoft Forms, Google Forms, survey instrumentation, monitoring & evaluation (M&E), data quality assurance
Tools & Creative	Microsoft Office Suite (Word, PowerPoint, Outlook, Teams), Adobe Creative Suite (Illustrator, InDesign, Photoshop, Premiere Pro)
Languages	English (Fluent) & Bengali (Native)

WORK EXPERIENCE

American Red Cross, Greater New York Region — *Disaster Cycle Services*

Financial & Statistical Information Team Member (*Pro Bono*)

Sep 2026 – Present

Client Housing & Survey Processing Support Specialist (Role 1):

- Serve as Dwelling Survey Approver, reviewing Damage Assessment and Disaster Housing documentation for completeness and accuracy prior to approval.
- Produce and distribute daily reporting products (fire sheets, dwelling surveys, and housing census), meeting contract reporting and audit requirements with NYC housing agencies.

Invoice Processing Specialist (Role 2):

- Reconcile discrepancies across billing systems, the Disaster Data System, and RCC reservation data, maintaining housing data accuracy across case records.
- Conduct initial review of hotel vendor invoices and apply internal controls to ensure compliance with disaster relief procedures.

International Organization for Migration (IOM), Bangladesh Country Office

United Nations Migration Agency

Senior Project Assistant, *Immigration & Border Governance Unit*

Oct 2022 – May 2024

- Led requirements gathering and data-needs analysis across 5+ government ministries, translating stakeholder input into structured technical specifications that guided the on-time rollout of immigration and border governance data systems and development initiatives.
- Managed budgeting, procurement, and deployment of advanced document and identity verification systems across major international ports of entry, requiring rigorous data accuracy and compliance standards.
- Analyzed cross-functional project data and performance metrics with relevant teams, delivering executive-ready progress reports to senior leadership and international stakeholders.
- Reviewed technical documentation including a 300-page Passport Examination Procedures manual (English & Bengali), ensuring terminological accuracy across bilingual stakeholder audiences.

Operations Assistant, Migration Data Analysis Division

Nov 2019 – Oct 2022

- **Architected 5 data analysis frameworks** and built dashboards and visualizations from 50+ datasets in Power BI and Excel, enabling senior leadership and government officials to track migration trends across 8+ districts.
- **Designed 20+ survey instruments** and 30+ digital data collection forms (Kobo Toolbox, Microsoft Forms) with embedded validation and QA constraints, improving field data quality and consistency across migration-prone regions.
- **Cleaned, validated, and analyzed** large multi-source datasets to identify patterns in migration flows, service delivery, and stakeholder satisfaction, supporting evidence-based decisions.
- **Trained 200+ government officials** and field staff on digital data collection systems and survey tools, reducing survey error rates across 10+ field sites.
- **Authored 50+ analytical reports**, metrics documentation, and information products, presenting data-driven findings to policymakers, donors, and senior UN leadership.
- Monitored field operations across migration-prone districts, ensuring data integrity, M&E compliance, and adherence to organizational reporting standards.

Communication Associate, Mission Support Unit

Jan 2018 – Nov 2019

- Managed IOM Bangladesh website and all social media platforms, driving 30,000+ user engagements through data-informed content strategies and audience analysis.
- Produced 200+ content pieces and organized 30+ national and international events, coordinating logistics, messaging, and stakeholder communications for government, donor, and UN audiences.

Earlier Experience — Advertising Industry

Editor & Coordinator · ZANALA Bangladesh Ltd. & Positive Hub Ltd.

Jun 2012 – Dec 2017

- Led production and execution of 160+ audio-visual projects across integrated marketing and advertising campaigns; one project received a Brand Forum Award.
- Planned and executed 50+ commercial video projects including TVCs, music videos, and online content, managing timelines and deliverables across multiple clients.

EDUCATION

Master of Science in Business Analytics (MSBA)

May 2026

Mercy University, New York, USA | GPA: 4.0/4.0 | Member of Delta Mu Delta International Honor Society

Featured Analytics Projects:

- **Climate Change Dashboard (Tableau)** — Designed an interactive multi-view Tableau dashboard and data story analyzing global climate trends such as carbon dioxide emissions, temperature, sea-level rise, deforestation, and renewable energy across countries and continents with filters, highlight actions, and maps to identify the topmost climate-vulnerable countries.
- **Sales Analytics Framework (Python)** — Developed an end-to-end SKU-level sales analytics framework for Yes4All, a multi-SKU e-commerce business, automating forecast diagnostics and portfolio health monitoring.
- **Flight Delay Prediction Model (Python)** — Built a multiple linear regression model on 500K+ US flight records, using correlation analysis and feature engineering to identify the top 3 drivers of flight delays.
- **NYC 311 Air Quality Analysis (Python)** — Identified key drivers of customer dissatisfaction across complaint types, boroughs, and time, developing predictive modeling insights for service improvement.
- **Lung Cancer Risk Model (R Programming)** — Built a logistic regression classifier to predict lung cancer risk from health and lifestyle data, applicable to clinical risk stratification.
- **IPL 2022 Match Analysis (SQL)** — Evaluated team performance patterns, toss impact, and top-player identification across a full-season match dataset using advanced SQL aggregations.

Master of Business Administration (MBA) in Operations Management

Feb 2017

American International University Bangladesh (AIUB), Dhaka, Bangladesh | GPA: 3.85/4.0 | Magna Cum Laude

Bachelor of Science (B.Sc.) in Electronics & Telecommunication Engineering

Jun 2013

North South University, Dhaka, Bangladesh

CERTIFICATION

- **Effective Writing Skills, II Edition** — UNSSC, California, USA (2018)
- **Measuring and Analyzing Labour Migration** — ITCILO, Turin, Italy (2020)
- **Professional Graphic Design** — Creative IT Institute, Dhaka, Bangladesh (2022)