

Agile Minds Solutions Ltd. is a dynamic business solutions provider operating across FMCG, agro-processing, food, and business support services - driving innovation, operational excellence, and sustainable growth across national and international ventures.

We are expanding our team and looking for a dedicated and data-driven Officer – Business Analyst to support our growing FMCG operations.

Position: Officer – Business Analyst

Employment Type: Full-time (On-site)

Location: Head Office, Banani 11, Dhaka (with field visits inside & outside Dhaka)

Office Hours: 10:00 AM – 6:00 PM (extended hours may be required)

Experience: Minimum 2 years

Salary: Based on skills and experience

Key Responsibilities:

- * Prepare daily, weekly, and monthly sales & performance reports
- * Maintain structured reporting across outlets, products, and channels
- * Ensure data accuracy across POS, accounts, inventory, and procurement
- * Analyze sales, margins, stock movement, and outlet performance
- * Identify trends, gaps, and anomalies
- * Provide actionable business insights
- * Develop dashboards (Power BI / Looker Studio)
- * Automate repetitive reporting tasks
- * Collaborate with operations, accounts, and warehouse teams

Qualifications:

Bachelor's degree in BBA, Economics, Statistics, CSE, or a related field

Preferred Skills:

- * Understanding of FMCG operations and financial reporting
- * Knowledge of Power BI / Looker Studio
- * Proficiency in Microsoft PowerPoint
- * Basic data visualization knowledge

Core Competencies:

- * Detail-oriented with high accuracy
- * Structured and disciplined work approach
- * Comfortable working with data and numbers
- * Ability to meet deadlines

Career Path:

Officer → Senior Officer → Assistant Manager → Manager → Sr. Manager → HOD

 Apply Now: Send your updated CV to hr@agilemindscorp.com

📌 Mention “Officer Business Analyst” in the subject line

🕒 Deadline: 30 April, 2026



The advertisement features a red-to-orange gradient background. At the top right is the Agile Minds Corp. logo, which consists of a stylized head profile with concentric circles inside, above the text 'AGILE MINDS CORP.'. The main heading 'WE ARE Hiring' is in large white font. Below it, the job title 'OFFICER BUSINESS ANALYST' is written in white, with a note '(PLEASE READ THE FULL JOB DESCRIPTION BEFORE APPLYING)'. A section titled 'KEY RESPONSIBILITIES' lists eight bullet points in white. A location tag 'LOCATION BANANI, DHAKA' is shown with a location pin icon. The 'HOW TO APPLY' section includes the email 'HR@AGILEMINDSCORP.COM' and the deadline 'APPLICATION DEADLINE: 30 APRIL, 2026'. In the background, there are five white chairs arranged in a row.

WE ARE Hiring

AGILE MINDS CORP.

OFFICER BUSINESS ANALYST
(PLEASE READ THE FULL JOB DESCRIPTION BEFORE APPLYING)

KEY RESPONSIBILITIES

- PREPARE DAILY, WEEKLY, AND MONTHLY SALES REPORTS
- MAINTAIN STRUCTURED REPORTING ACROSS OUTLETS, PRODUCTS, AND CHANNELS
- ENSURE DATA ACCURACY ACROSS POS, ACCOUNTS, INVENTORY, AND PROCUREMENT
- ANALYZE SALES, MARGINS, STOCK, AND OUTLET PERFORMANCE
- IDENTIFY TRENDS, GAPS, AND ANOMALIES
- PROVIDE ACTIONABLE BUSINESS INSIGHTS
- BUILD AND MAINTAIN DASHBOARDS (POWER BI / LOOKER STUDIO)
- AUTOMATE REPETITIVE REPORTING
- COLLABORATE WITH OPERATIONS, ACCOUNTS, AND WAREHOUSE TEAMS

LOCATION BANANI, DHAKA

HOW TO APPLY
SEND YOUR UPDATED CV TO:
HR@AGILEMINDSCORP.COM

PLEASE MENTION “OFFICER BUSINESS ANALYST” IN THE EMAIL SUBJECT LINE.

APPLICATION DEADLINE: 30 APRIL, 2026