



SKILLS

- Python Automation
- Dashboard Development
- Data Analysis
- Statistical Analysis
- Market Research
- Web Development
- Video Content Production
- Client Communication

TOOLS

- Python
- Power BI
- Outlook
- Excel
- Word
- PowerPoint
- SharePoint
- Teams
- R Studio
- HTML/CSS
- Salesforce
- MS CRM
- Claude AI
- ChatGPT
- Clipchamp

EDUCATION

MAY 2017 - MAY 2023
University of Manitoba
Bechalar of Science

SEP 2014 - DEC 2016
Simon Fraser University &
Fraser International College

- Arts & Social Sciences (SFU)
- University Transfer Program (FIC - SFU)

WORK EXPERIENCE (2.36 Years)



Dubai Integrated Economic Zones
Office Administrator (AML Compliance Office) OCT - DEC 2024

- Managed client inquiries via in-person visits, Telephone, Salesforce, MS CRM, and Outlook, **reduced team workload** in a constrained timeframe.
- Enhanced workflow efficiency** for the team with automated file processes and an added solution in batch-mailing to clients.
- Completed 1.2K+ data entries in 9 weeks, **saving the team 6.7+ hours per week** through optimized data processes and careful reviews.



DEWA Research & Development Center JUL 2023 - JUL 2024
Business Data Analyst Intern (Business Development Team)

- Developed **interactive Dashboards**, improved visibility into project status across departments, resource allocation & skills, earning **positive recognition from high-level stake holders** and colleagues.
- Conducted landscape and gap analysis, presented to stakeholders and the VP, **influenced a decision to acquire a software** for the company.
- Applied **file automation** via Python for identifying critical missing files, **successfully reported to the team**.



TÜV Rheinland Middle East FZE
Python Developer Intern (Energy Team) JAN - JUN 2020

- Developed a prototype **Solar Analytics Web Dashboard** for the Energy Team, for potential in-house and commercial use. (Excel to a Django Project)
- Continued the project (after Internship) with various web frameworks for enhancing and developing the dashboard.



Preferred Protection & Response Services
Security Guard (PPRS) NOV 2018 - APR 2019

- Followed security post orders at factory sites, with interior and exterior patrols, CCTV monitoring, logging reports to the supervisor. (Duty of 4+ months during studies)