Ansiya Abdul Razak

Microsoft Certified Data Analyst
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Profile Summary

Detail-oriented **HR Enthusiast** with a strong background in **HR operations, administrative coordination, and data management**. Experienced in maintaining **accurate employee records**, supporting **recruitment and interview coordination**, and tracking **performance, attendance, and compliance data**. Skilled in **Dashboards, and documentation**, enabling **data-driven HR decisions** and improved operational efficiency in **Power BI**

Professional Skills	Tools & Technologies	Core Competencies
• Business Intelligence (BI)	• ERP(Oracle)	• Strong Communication Skill
• E-commerce Operations	• Accounting (Tally, Zoho)	• Stock, Price & Catalog Accuracy
• Data Visualization	• Shopify (CMS),Power BI, Excel	• Promotion & Campaign Support
• Data Analysis & Reporting	• PostgreSQL, MySQL	• Sales & Performance Reporting

Experience

Ghasham International W.L.L   **Sep 2024 – Present**
E-Commerce Data Analyst (Shopify Platform)   *Qatar (Remote)*

- **Managed end-to-end Shopify backend operations**, including product listings, categories, inventory mapping, price updates, and content accuracy to support trading and campaign objectives.
- **Ensured 100% accuracy of product data, images, tags, and SEO attributes**, improving discoverability and listing quality across the storefront.
- **Monitored daily stock levels and product availability**, coordinating with teams to prevent out-of-stock risks and listing rejections.
- **Supported pricing and promotion execution**, validating offers, discounts, and campaign alignment across categories.
- **Produced weekly and monthly performance reports** covering sales trends, conversion, slow-moving SKUs, and improvement opportunities.
- **Conducted competitor and pricing analysis** to support positioning, margin protection, and tactical decision-making.

MARKSS Audit Firm – Client Project (SRS Traders)   **June 2022**
Retail Data Analyst & HR Assistant   *Kerala, India*

- Assisted in tracking **store-level sales performance and employee attendance data** to support monthly and quarterly retail reports.
- Supported retail and HR teams by preparing **basic Excel-based summaries, performance sheets, and MIS reports**.
- Coordinated **interview scheduling** by communicating with candidates and internal team members, ensuring timely confirmations and follow-ups.
- Maintained **recruitment trackers, interview feedback, and candidate records** in an organized and confidential manner.
- Provided administrative support for **employee onboarding, joining formalities, and personal record updates**.
- Assisted in maintaining **attendance, leave records, and basic payroll inputs** to support accurate and timely salary processing.
- Handled routine **HR and retail operations queries** from staff and escalated sensitive matters to senior management when required.
- Prepared and updated **HR and retail MIS reports** related to attendance, sales support, and productivity.
- Ensured **data accuracy, proper documentation, and confidentiality** across employee and retail operational records.

RPTech, Trading Company (Mobile & Electronics)

RPTech, Trading Company (Mobile & Electronics)   Apr 2012 – Feb 2014
Administrative Assistant   *Dubai, UAE*

- Managed the service operations function, coordinating warranty repairs, technical support activities, and service contracts for mobile phones and electronic products.
- Assisted in processing customer and vendor payments, ensuring accuracy, proper documentation, and timely execution of financial transactions.
- Handled customer queries and official email correspondence, promptly resolving inquiries and routing critical communications to relevant departments.
- Processed expenses and supplier invoices, accurately recording, reconciling, and maintaining financial records to support accounting controls.
- Maintained strong customer and supplier relationships, delivering quality customer service and coordinating with suppliers to ensure timely product deliveries.

Projects

HR Workforce Insights & Attrition Analysis

Power BI, DAX, Power Query, Data Modeling (Star Schema)

- Developed a robust **Power BI Data Model** using Star Schema to connect employee records, departmental hierarchies, and time dimensions.

- Engineered complex **DAX measures** to calculate real-time HR KPIs, including Attrition Rate, Average Employee Tenure, and Headcount Variance.

- Designed an interactive and user-friendly dashboard, suitable for executive presentations.

- Implemented **data security bindings** to ensure sensitive employee salary and personal information is accessible only to authorized HR personnel.

- Analyzed attrition patterns across roles and departments to provide **actionable insights and retention recommendations** to leadership.

Scalable Retail Management System (QMART) – Django & PostgreSQL

- **Project Overview:** Developed QMART, a feature-rich e-commerce web application for cosmetic products, delivering a modern UI/UX and seamless shopping experience.
- **Backend Development:** Built the application using the Python Django framework with PostgreSQL for robust data management, optimized schema design, and efficient data retrieval.
- **Frontend Development:** Implemented responsive and visually appealing user interfaces using HTML5 and Bootstrap to enhance usability across devices.
- **Admin Management System:** Designed and implemented an admin panel for streamlined product management, user administration, and order monitoring.
- **E-Commerce Features:** Integrated core functionalities including wishlist, shopping cart, and secure checkout workflows.
- **Payment Integration:** Integrated Razorpay payment gateway to enable secure, reliable, and seamless online transactions.
- **System Integration:** Designed and implemented end-to-end frontend and backend workflows to ensure high performance, scalability, and strong user engagement.

Education

University of Madras   June 2017 – December 2020
MBA   *India*

University of Calicut   July 2007 – June 2011
B.Tech – Information Technology   *India*

Certifications

Microsoft Certified: Power BI Data Analyst Associate   *Certification number: E87Z71-666405*

Languages

- English, Hindi, Malayalam, Arabic

Personal Information

- **Date of Birth:** 12 September 1988

- **Nationality:** Indian

- **Visa Status:** Visit Visa

- **References:** Available upon request