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DATA ANALYST

DATA MANAGEMENT |

PROBLEM SOLVING

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CUSTOMER SERVICE

SUMMARY OF QUALIFICATIONS

- Current student of Artificial Intelligence – Software Engineering Technology
- Experience in/with Data entry clerk for one year
- Trained in MS Office, MySQL, and many other data entry software's.
- Knowledge of Database, designing queries etc.
- Strong communication skills; multilingual in English,Hindi,Punjabi,Sanskrit.
- Computer skills include proficiency in Microsoft Word, Excel, PowerPoint, etc.

EDUCATION

Artificial Intelligence – Software Engineering Technology

Centennial College, Toronto, ON

Sept. 2020 - Present

Expected graduation April 2025

- GPA: 3.92/4.5

- *Relevant courses:*

Introduction to database

Advance Database

Programming(c,html,css,js etc.)

Operating Systems(linux,unix,Windows) Communication

Software System Design

PROJECT WORK

Improvement in D2L

May 2023- August 2023

Centennial college, Toronto, Ontario

- *Gathered the knowledge needed to improve in D2L software*
- Gathered the functional requirements and non-functional requirements.

E-commerce (Payment and checkout) system

May 2023- August 2023

- Led the development of an e-commerce payment and checkout system.
- Integrated multiple payment gateways to facilitate secure transactions.
- Prioritized user experience (UX) optimization to reduce cart abandonment rates.
- Ensured compliance with data security standards, including PCI DSS.
- Managed project budget, timelines, and cross-functional teams.
- Successfully launched the system, resulting in increased conversion rates.
- Implemented post-launch support and maintenance strategies.
- Utilized a technology stack that included MySQL.
- Documented user and administrator guidelines for system usage.
- Conducted rigorous testing to identify and rectify software defects.
- Optimized the system for mobile devices to enhance accessibility.
- Collaborated with stakeholders to define project objectives and scope.

EXPERIENCE

Data Entry Clerk

May 2020 – April 2021

Arya Computer Center , Tohana , India

- **Typing Proficiency:** Exceptional typing speed and accuracy are fundamental to input data quickly and error-free.

Attention to Detail: Meticulous attention to detail ensures data accuracy and prevents errors in records.

Time Management: Efficiently manage tasks and meet deadlines by prioritizing and organizing work effectively.

Data Organization: Skill in categorizing, sorting, and organizing data logically for easy retrieval and analysis.

Software Proficiency: Familiarity with data entry software, spreadsheet applications (e.g., Microsoft Excel, Google Sheets), and data management tools.

Computer Literacy: Comfort and competence in using computers and basic troubleshooting abilities.

Communication: Clear communication skills to collaborate with team members, supervisors, or clients to clarify data or address discrepancies.

Numerical Skills: Ability to work with numbers accurately, perform basic calculations, and handle numerical data.

Other Experience

Security Guard

August 2022- present

Superior Security , Toronto, Ontario

- Conduct regular patrols to monitor and secure premises.
- Control access to restricted areas and verify the identity of individuals.
- Operate surveillance equipment and report any suspicious activities.
- Document security incidents and activities in detailed reports.
- Respond to emergencies, including medical incidents and security breaches.
- Maintain order during events or gatherings, ensuring crowd safety.
- Provide excellent customer service, assisting visitors and employees.
- Monitor alarms and security systems, promptly responding to alerts.
- Resolve conflicts and disputes peacefully and professionally.
- Administer basic first aid and emergency assistance as required.
- Inspect and report safety hazards and security vulnerabilities.
- Implement security protocols to prevent incidents and breaches.
- Ensure compliance with laws, regulations, and company policies.
- Maintain effective communication with colleagues and authorities.