Mayisha Farzana

Address: Ottawa, Ontario | Email: farzanamayisha11@gmail.com| LinkedIn: https://www.linkedin.com/in/mayisha-farzana/
Phone: (343)-297-2981 | Portfolio: https://mayishafarzana.github.io/ | Github: https://github.com/MayishaFarzana

SUMMARY OF QUALIFICATIONS

- Over 2 years of industry experience specializing in data analytics, product development, and business analysis.
- Proficient in Power BI, SQL, Python and Excel for data analysis and visualization, generating actionable insights crucial for informed decision-making in a high-tech, global environment supporting sales operations and finance.

WORK EXPERIENCE

Business Intelligence Intern | Nokia, ON   **May 2023 – Present**

- Automated Excel data processing for the finance team using Python to address inefficiencies, reducing manual workload and errors by 50%, used by controllers and enhancing overall efficiency.
- Developed a user-friendly website for the finance team to access and analyze headcount data, improving data-driven decision-making and increasing workflow efficiency by 40%.
- Utilized solid programming skills in Python to execute data extraction, transformation, and loading (ETL) processes, resulting in a 70% reduction in data processing time and a 50% increase in data accessibility.

President | Professional Development Club, University of Ottawa, ON   **October 2022 – April 2024**

- Managed a club with 10 diverse verticals and coordinated 140 volunteers, focusing on the professional development of over 800 graduate students.
- Facilitated internship placements for 100+ students, leveraging industry connections and PDC guidance, resulting in a 30% increase in internship secured.

Graduate Teaching Assistant | University of Ottawa, ON   **September 2023 – April 2024**

- Facilitated engaging tutorials for 150 students, contributing to 40% of the tutorial sessions and ensuring 60% of the learning objectives were met in the Professional Skills & Responsibilities program.
- Collaborated closely with the professor with attention to detail to design a comprehensive curriculum, integrating data from various academic sources, showcased consistency and employing research and critical thinking skills, contributing to 50% of the curriculum design process.

Project Coordinator | University of Ottawa, ON   **January 2023 – April 2022**

- Managed construction project with clear verbal and written communication skills and assisted project manager in estimating completion dates and resource allocation, contributing to 50% of project management process.
- Implemented Agile methodologies, communicate project finances to ensure efficient allocation and cost reduction, overseeing 50% of financial monitoring and 40% of equipment usage supervision for cost efficiency.

Business Analyst | Sammtech, Bangladesh   **April 2022 – July 2022**

- Facilitated the interaction between clients and technical teams, supervising 40% of the process encompassing documentation, analysis, and validation of business processes, systems, and solution requirements, while also writing product strategies with an entrepreneurial mindset.
- Cultivated and maintained relationships with 30 clients and garnered invaluable feedback from the analyst team to enhance development needs, demonstrating competence and commitment in client engagement.

EDUCATION

Master of Engineering in Electrical and Computer Engineering   **September 2022 – April 2024**
University of Ottawa, ON

SKILLS & TOOLS

Advance Python | SQL | Power BI | Jira | Power Automate | HTML | CSS | Bootstrap | PHP | Django | React | C | C++ | Java | MSSQL | MySQL | SQLite | PL/SQL | Power Apps | Microsoft Excel (Index, Pivot)