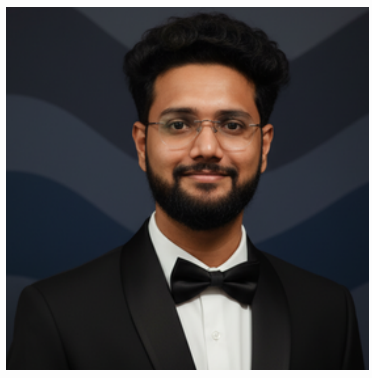# MOHD REHAN NAFEES

BUSINESS & DATA ANALYST | DRIVING STRATEGY & DATA INSIGHTS (CEO'S OFFICE)

CONTACT

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- rehannafees1252@gmail.com
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- https://github.com/mohdrehannafees

SKILLS

- **Programming & Data**: Python, SQL, PowerShell, Advanced Google Sheets, Power BI
- **IT Tools**: Microsoft Exchange Server 2016, Cisco IronPort, Menlo, Jira
- **Business & Analytics**: Business Analysis, Data Analysis, Process Automation, MIS Reporting, Dashboarding (Power BI), KPI Tracking, Workflow Optimization, Requirements Gathering
- **Others**: Team Management, Requirement Analysis, Documentation, WordPress, Google Workspace

LANGUAGES

- English (Fluent)
- Hindi (Fluent)

PROFESSIONAL SUMMARY

Business Analyst & Data Analyst with multidisciplinary experience across Real Estate, IT Infrastructure, and Academia. Skilled in Python, SQL, automation, data visualization, and process optimization, with a strong focus on driving business efficiency and informed decision-making. Proven track record of supporting CEO-level strategic initiatives, managing cross-functional operations, and delivering actionable, data-driven insights.

Brings prior experience in enterprise IT environments, including Microsoft Exchange, Cisco IronPort, and Menlo Security, enabling a strong understanding of technical systems alongside business workflows. Known for translating complex requirements into structured solutions, improving reporting frameworks, and enabling leadership through clear, insight-backed recommendations.

WORK EXPERIENCE

CEO's Office SV Incorporation (**Real Estate ICP Firm**)
JULY 2025 - PRESENT

Business Analyst & Data Analyst

- Supported CEO's Office with business analysis, stakeholder coordination, KPI reporting, and data-driven decision-making for strategic initiatives.
- Building automations using Python, SQL, and Google Workspace tools to improve process efficiency.
- Managing business dashboards, reporting frameworks, and operational data pipelines.
- Coordinating cross-functional teams and ensuring workflow alignment across departments.
- Developing internal tools using Google Sheets, WordPress, and Google Sites.

HCLTech (**Full-Time**)
April 2024 – July 2025

Analyst — Oncor Messaging Project

- Managed enterprise email security operations for Oncor on Exchange Server 2016.
- Worked on Cisco IronPort, Menlo, and related security tools to ensure secure message flow.
- Automated repetitive tasks using PowerShell and Python.
- Collaborated with engineering teams to resolve messaging issues and optimize workflows.

HCLTech — Oncor Project
Jan 2023 – April 2024

Analyst (Contract through Savantis Solutions)

- Provided L1/L2 support for Microsoft Exchange, IronPort, and Menlo systems.
- Performed mailbox analysis, queue monitoring, and security verification.
- Documented SOPs and contributed to automation initiatives.

Jahangirabad Institute of Technology
Nov 2021 – Aug 2022

Assistant Professor (Civil/Environmental Engineering)

- Taught Civil and Environmental Engineering subjects to B.Tech and Diploma students.
- Managed academic scheduling, labs, and exam-related activities.
- Guided student projects and assisted in departmental operations.

EDUCATION

M.Tech — Environmental Engineering
2019 - 2021

Maharishi University of Information Technology Lucknow
Percentage: 81.46%

B.Tech — Civil Engineering
2015 - 2019

Dr. A. P. J. Abdul Kalam Technical University, Lucknow
Percentage: 78.42%