

MUBIN JAMIL

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SUMMARY

Detail-oriented analyst with robust experience in financial reporting, compliance, and KPI monitoring within fast-paced environments. Practical background collaborating with cross-functional teams on financial modeling, process improvement, and ERP implementation.

EDUCATION

CFA Institute

Canada

Pursuing CFA Level 1 (Chartered Financial Analyst)

Concordia University, John Molson School of Business

Montreal, QC

Bachelors of Commerce in Finance and Data Intelligence

PROFESSIONAL DEVELOPMENT

HarvardX (edX), Data Science: R Basics

Dec. 2025

Auditing Harvard University's foundational data science course focused on R programming, data wrangling, and statistical analysis to enhance data-driven financial decision-making.

SKILLS

- **Technical:** Microsoft Excel (Advanced), Power BI (Dashboarding & Forecasting), SQL, Microsoft Office, Github, R
- **CRM Platforms:** Maven, Salesforce, SAP Ariba, SAP S/4 HANA, Jira

PROFESSIONAL EXPERIENCE

Dialectica

Montreal, QC

Project Manager

Mar 2025 – Present

- Supported execution of 10+ continuous client projects across diverse industrial sectors ensuring on-time delivery and quality output in a fast paced environment improving productivity by 30% bi-weekly.
- Led stakeholder management for high-profile clients serving as the primary point of contact to align strategic objectives, coordinated expert consultations, and ensured project deliverables met client expectations, resulting in an average 60% SOW.
- Coordinated with internal and external compliance team, IT and finance team by leveraging strong communication skills to ensure accurate documentation, billing, and reporting.
- Engaging in business development activities for top-tier consulting and investment clients, identifying opportunities for growth and fostering long-term client partnership bringing in a net profit of \$65,000 USD every month.
- Developed and maintained strong relationships with key stakeholders across multiple industrial sectors, proactively addressing concerns and driving consensus to support project success and long-term client satisfaction retaining 100% of clients.

BRP (Bombardier Recreational Products)

Montreal, QC

Intern - Invoice Analyst

Jan. 2024 - Dec. 2024

- Traced and analyzed over 2000 financial contracts from SAP Ariba for more than 300 different vendors, leveraging strong analytical skills to identify trends, discrepancies, and risks
- Developed an automated financial dashboard using Power BI for KPI tracking of contract cost, deadlines, and compliance status in real time, enabling a high level view across all MSA improving decision making by 25%.
- Collaborated with IT, compliance, and finance teams to prepare monthly, quarterly and yearly financial reports, improving performance reporting by 50%.

TutorBright

Toronto, ON

Tutor- Math & Economics

Feb. 2023 - Dec.2024

- Provided personalized tutoring in STEM subjects, including mathematics, physics, chemistry, and biology, to K-12 students.

PROJECTS & LEADERSHIP EXPERIENCE

Bookkeeper | Zen Solutions and Services

Winter 2025

- Categorized expenses, recorded cheque payments and organised financial records using Intuit Quickbooks for reporting.

Intern Comité Social | BRP | Vice President of Animation

Winter 2024

- Coordinated and hosted events for over 100 interns, creating promotional materials and ensuring successful execution of events.

Engineer and Commerce Case Competition (ENGCOMM) | Concordia | Director Corporate

Winter 2023

- Secured over 15 corporate sponsorships by meeting and negotiating partnerships with companies.

Apple Equity Valuation- Portfolio Management | Concordia University

Winter 2023

- Conducted financial modeling and data analysis using valuation techniques such as discounted cash flow (DCF) and comparable-company analysis, developing Excel-based reports for scenario analysis and investment decision support.