

MUBIN JAMIL

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SUMMARY

Detailed-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 <i>Pursuing CFA Level 1 (Chartered Financial Analyst)</i>	Canada
Concordia University, John Molson School of Business <i>Bachelors of Commerce in Finance and Data Intelligence</i>	Montreal, QC

PROFESSIONAL DEVELOPMENT

HarvardX (edX), Data Science: R Basics <i>Auditing Harvard University's foundational data science course focused on R programming, data wrangling, and statistical analysis to enhance data-driven financial decision-making.</i>	Dec. 2025
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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 <i>Project Manager</i>	Montreal, QC
	<i>Mar 2025 – Present</i>
<ul style="list-style-type: none">• 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)	
<i>Intern - Invoice Analyst</i>	

- 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 <i>Tutor- Math & Economics</i>	Toronto, ON
	<i>Feb. 2023 - Dec. 2024</i>
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Categorized expenses, recorded cheque payments and organised financial records using Intuit Quickbooks for reporting.	
Intern Comité Social BRP Vice President of Animation	
<ul style="list-style-type: none">• Coordinated and hosted events for over 100 interns, creating promotional materials and ensuring successful execution of events.	
Engineer and Commerce Case Competition (ENCOMM) Concordia Director Corporate	
<ul style="list-style-type: none">• Secured over 15 corporate sponsorships by meeting and negotiating partnerships with companies.	
Apple Equity Valuation- Portfolio Management Concordia University	
<ul style="list-style-type: none">• 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.	