

# DATA ANALYST

HANI SURAIYA ABD RAHMAN

Power BI / Python / Machine Learning



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## PROFILE SUMMARY

Detail-oriented Data Analyst with almost 2 years of experience in data visualization, automation, and machine learning under the Operations Excellence team at Carigali Hess. Proficient in creating interactive dashboards using PowerBI and Python, and automating workflows with VBA to enhance operational efficiency. Skilled in utilizing machine learning models like BERTopic for data clustering and transforming complex datasets into actionable insights. Dedicated to delivering innovative solutions that drive awareness, improve decision-making, and support organizational excellence.

## KEY SKILLS

### Data Visualisation

### Programming & Automation

### Machine Learning

### Presentation skills

### Process Improvement

- PowerBI, Python
- VBA, Python
- BERTopic, Topic Modeling, Data Clustering, Tesseract OCR
- Facilitated workshops for CHOC employees, focusing on key Microsoft Excel functions to enhance operational efficiency and productivity.
- Served as an emcee for festival celebrations and town hall events, showcasing strong communication and public speaking skills.
- Automated workflows and optimized data reporting process to enhance efficiency and accuracy.

## ACHIEVEMENTS

### 1. Created PowerBI dashboards to improve reporting and decision-making.

- Designed and implemented a comprehensive dashboard for the Finance team to streamline employee timesheet tracking, which resulted in improve efficiency and minimizing manual errors.
- Formulate design and provide technical expertise to the HR department, supporting the development of customized dashboards tailored to their specific needs.

### 2. Automated tasks with VBA to enhance efficiency and accuracy.

- Developed VBA scripts to automate repetitive processes, such as converting Excel data into PDF certificates, enhancing efficiency and ensuring accuracy.

### 3. Analyzed HSSE data using machine learning to identify key insights.

- Used machine learning techniques, specifically the BERTopic model, to analyze safety-related data (eg: UCUA, incidents) and group it into meaningful clusters.
- Transformed complex safety datasets into intuitive visualizations, enabling the Safety department to identify critical trends and proactively address potential risks.

## WORK EXPERIENCE

**April 2024 – current**  
Carigali Hess Operating Company  
(1 year)

**Assistant, Operations Excellence Department**  
**Full-time job**

- **Developed Interactive PowerBI Dashboards**
  - Designed and deployed multiple PowerBI dashboards to enhance data accessibility and decision-making across Finance and Safety departments.
  - Enabled the Finance team to efficiently track employee timesheets, reducing manual effort and improving reporting accuracy.
  - Assisted the HR teams to develop tailored dashboards that provided actionable insights and supported strategic initiatives.
- **Automated Workflow Processes with VBA**
  - Developed and implemented VBA scripts to automate certificate generation, transforming data from Excel to PDF.
  - Increased process efficiency and reduced manual errors, significantly saving time for the Finance department.
- **Implemented Safety Analysis with Machine Learning**
  - Conducted advanced Safety Analysis by utilizing the BERTopic model for topic clustering, transforming raw safety data into meaningful patterns.
  - Identified key safety trends and risks, empowering the Safety department to run targeted campaigns and raise incident awareness.
  - Managed and visualized large datasets to create comprehensive reports, fostering data-driven decision-making and improving workplace safety standards.

**September 2023 – March 2024**  
Carigali Hess Operating Company  
(6 months)

**Internship Trainee, Operations Excellence Department**  
**Degree Industrial Training**

- Developed a robust text clustering solution using the advanced BERT model in JupyterLab.
- Designed a comprehensive process flowchart in Microsoft Visio, visually optimizing complex workflows and collaborated with cross-functional teams to ensure accuracy and completeness of depicted processes.
- Developed a PowerBI report, transforming raw data into actionable visualisations.

## CERTIFICATES

- 2025**     **Google Coursera: Data Analyst & Advanced Data Analyst** (on going)
- 2024**     **5508 – T Bosiet with CAEBS**
- 2023**     **Microsoft Certified: Power Platform Fundamentals**
- Earned the Power Platform Fundamentals certification to enhance productivity through the automation of business processes, analyze data for valuable insights, and optimize effectiveness by creating user-friendly app experiences. (Power Apps, Power Automate, Power BI, Power Virtual Agents, Power Platform)
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## VOLUNTEER

**July 2024**  
(5 days)

### **Green Bean & Green Sprout Programme by Forest Interactive Foundation**

- Mentoring primary students throughout the programme.
- Patiently assist students in the activities.
- Indirectly gained more knowledge in sustainability, climate change and environmental restoration.

**January 2023–February 2024**  
(1 month)

### **Participate Hackathon of seKODlah TechHive**

- Participated in the seKODlah Hackathon TechHive, a 30-day program
  - Acquired knowledge in front-end and back-end development, including ReactJS and ExpressJS
  - Explored UI/UX principles, understanding the impact of color and layout on user engagement
  - Developed communication skills, teamwork and presentation skills throughout the program.
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## REFERENCE

### **Data Scientist @ Carigali Hess Operating Company**

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