

MOHD NAZMUS SAQUIB

Alexandria, Virginia

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AWS SOLUTION ARCHITECT | BUSINESS ANALYST | DATA ANALYTICS SPECIALIST

Dynamic, motivated, multilingual Analyst highly regarded for efficiently translating complex information into clear business insights. Demonstrated skills in data validation, project management, quality assurance, and reporting. Proven track record of clarifying business requirements, performing analysis between goals and existing procedures, and designing process improvements to increase productivity and reduce costs. Respected as a diligent, tech-savvy leader and collaborator who supports team members in successfully realizing company objectives through a people-focused approach. Exemplary educational qualifications include a Bachelor of Science in Information Systems and Operations Management from George Mason University. Out-of-the-box thinker committed to making continuous improvements in process, communication, and stakeholder engagement to enable growth.

SELECTED HIGHLIGHTS

- ❖ Worked with various departments at Healthy Directions to develop business requirements and functional specifications that improved the end-user experience via system and process enhancements.
- ❖ Designed dashboards and reports for stakeholders in Looker BI tool to facilitate high-level decision-making.
- ❖ Monitored performance, discovered variances, and proposed actionable solutions that balanced efficiency and cost-effectiveness.
- ❖ Collaborated with Project Manager and Software Engineers at Technuf LLC to assess product problems and brainstorm solutions aligned with project goals, specifications, and timelines.
- ❖ Assisted in gathering requirements using interviews, requirements workshops, and surveys to successfully identify all business and customer needs ahead of project start date.

CORE COMPETENCIES

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|--------------------------------|------------------------------|------------------------|
| ▪ Communications | ▪ Leadership & Collaboration | ▪ Strategic Planning |
| ▪ Client/Customer Service | ▪ Data/Document Management | ▪ Quality Assurance |
| ▪ Project Management | ▪ Report Generation | ▪ Accounting/Auditing |
| ▪ Data Validation | ▪ Research & Analysis | ▪ Time Management |
| ▪ Database Design | ▪ Conflict Resolution | ▪ Attention to Detail |
| ▪ Organization & Multi-tasking | ▪ Complex Problem-solving | ▪ Process Improvements |

PROFESSIONAL EXPERIENCE

HEALTHY DIRECTIONS | BETHESDA, MD | 2019 TO PRESENT

Functional Analyst

- Work with various departments to develop business requirements and functional specifications that improve the end-user experience via system and process enhancements.
- Provide cross-functional support by serving as subject matter expert in Supply Chain Management to 4 departments.
- Create automated reports using Python and MySQL to track key insights and trend analysis, improving planning and forecasting.
- Design dashboards and reports for stakeholders in Looker BI tool to facilitate high-level decision-making.
- Support quality assurance initiatives by validating the functionality of the end-product according to requirement specifications.
- Monitor performance, discover variances, and propose actionable solutions that balance efficiency and cost-effectiveness.
- Validate back-end data processes using MySQL to ensure reliable performance outcomes.
- Coordinate User Acceptance Testing using Zephyr in JIRA to streamline workflows and maximize productivity.
- Collaborate with 10 team members to write Release Notes and User Guides per established policies and best practices.

TECHNUF LLC | ROCKVILLE, MD | 2018 TO 2019

Software Quality Assurance Intern

- Collaborated with Project Manager and Software Engineers to assess product problems and brainstorm solutions aligned with project goals, specifications, and timelines.
- Assisted in gathering requirements using interviews, requirements workshops, and surveys to successfully identify all business and customer needs ahead of project start date.
- Diagnosed and documented software issues and determined steps to reproduce bugs, enabling timely resolution.
- Communicated testing activities and status to stakeholders both verbally and in writing to ensure understanding.

Additional Experience:

Comfort Inn | Springfield, VA | Night Auditor (2016 to 2019)

Sears, Roebuck and Co. | Alexandria, VA | Cashier, Supervisor (2012 to 2017)

PROJECTS**mohdsaquib.com/resume – Dynamic Resume Website | Independent Project | 2020**

- Developed website using HTML, CSS and JavaScript to create a dynamic website which displays article read counter by using API and AWS resources. Deployed the website on Amazon S3 Bucket and enabled Amazon CloudFront for quick site-loading all over the world using serverless architecture. Implemented API gateway, Lambda Functions and DynamoDB for backend processes. Scripted the entire architecture as Infrastructure as Code for easy deployments.

mohdsaquib.com – Personal Portfolio Website | Independent Project | 2020

- Applied skills in HTML, CSS, Bootstrap, JQuery and JavaScript to create a static website. Used Greensock, Wow and typed frameworks for animations. Deployed site on Amazon S3 Bucket and enabled Amazon CloudFront for quick site-loading.

Instagram Clone Database | Independent Project | 2018

- Created a general clone of Instagram schema and inserted thousands of data using MySQL on Terminal to enable various analyses, such as the identification of Instagram bots, pictures with most likes, most-used hashtags, inactive users, and more.

Naz Book Review Website | George Mason University | 2018

- Designed and built a dynamic website using HTML, CSS, Bootstrap, basic JavaScript, jQuery, PHP, JSON, and SQL, allowing pages to dynamically process together within the site.

EDUCATION**George Mason University, Fairfax, VA: 2018*****Bachelor of Science – Information Systems and Operations Management (GPA: 3.12)***

- Awards/Honors:** Dean's List (Spring 2016, Spring 2018, Summer 2018, Fall 2018)
- Clubs/Activities:** SASA (South Asian Student Association), The National Society of Collegiate Scholars, (BPA) Bengali Patriot Association, (MSA) Muslim Student Association, National Honor Society, GMU Investing Club

Northern Virginia Community College, Annandale, VA: 2015***Associate of Science – Business Administration (GPA: 3.32)***

- Awards/Honors:** Dean's List (Spring 2015, Summer 2015)
- Clubs/Activities:** The National Society of Collegiate Scholars

Certifications:***AWS Certified Solutions Architect – Associate: June 2020 – June 2023*****ADDITIONAL CREDENTIALS**

TECHNICAL SKILLS	Microsoft Office / Microsoft Visio / Microsoft SharePoint / Adobe Photoshop / Google Docs / Google Drive / Google Calendar / QuickBooks / Dropbox / Salesforce / HTML / CSS / SQL / R / Python / AWS / MS SQL Server / Workbench / Looker / Jira / Tableau / Office 365 / FileZilla / Slack / Gitlab / VS Code
LANGUAGES	English, Bengali, Hindi, Urdu, Spanish
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> AWS Certified Developers JavaScript & API iOS 13 & Swift 5: iOS App Development