



# Mohd Nazmus Saquib

401 N Armistead St, Apt 209, Alexandria, VA 22312 • (571) 388-9750 •  
nsaquib96@gmail.com

## EDUCATION

---

### INFORMATION SYSTEMS AND OPERATIONS MANAGEMENT

Dec 2018

BS, George Mason University

Fairfax, Virginia

**3.43/4.00** GPA

*Relevant Coursework: System Analysis and Design, Web Development, Operations Management, Database Management Systems, Financial Management, Management of Technology Projects, Data Analytics*

### BUSINESS ADMINISTRATION

Dec 2015

AS, Northern Virginia Community College

Annandale, Virginia

**3.33/4.00** GPA

*Relevant Coursework: Calculus, Business Administration, Accounting, Finance, Global Business Management*

## CORE COMPETENCIES

---

SQL • Tableau • Microsoft Office 365 • Bootstrap • CSS • HTML • JavaScript • jQuery • Jira • Quality Assurance •  
Data Analytics • Regression Testing • Project Management • Business Analysis • Scrum

## EXPERIENCE

---

### BUSINESS ANALYST INTERN – Technuf LLC

Jul 2018 - Present

Rockville, Maryland

- Collaborated with Project Manager and Software Engineers to assess product problems and brainstorm solutions.
- Followed the lifecycle of a software feature, from planning and specification to testing and shipping the final pieces.
- Assisted in gathering requirements in conjunction with a mentor using interviews, requirements workshops, and surveys to provide business requirements, use cases, and user stories.
- Patterned with Quality Assurance team to define and execute testing strategies.
- Used Jira for bug tracking and reported to the developers.
- Collaborated with other interns to write technical project reports such as Business System Report, Release Notes, and User Guides.

### RECEPTION ADMINISTRATIVE ASSISTANT – Comfort Inn

Jul 2016 - Present

Springfield, Virginia

- Assisted executives with balancing daily transactions and transmitted deposits to the bank electronically.
- Produced statistical reports required by the executives and prepared bills for direct billing accounts.
- Distributed commissions to third party vendors.
- Assisted guests face to face and on telephone with check-ins and check-outs, and other inquiries.