

# FARZAN MAHMOOD

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## EDUCATION

### Bachelor of Commerce

May 2022 – Present

Toronto Metropolitan University | *Toronto, ON*

- **Major:** Business Technology Management, **Minor:** Economics
- **Awards:** Dean's Honour List 2022-2024 (GPA: 3.9/4.0)

## TECHNICAL SKILLS

**Microsoft Office:** Excel (Pivot Tables, IF & LOOKUP, Clean and Transform Data), Word, PowerPoint, Visio, Access  
**SQL:** Data Extraction, Data Cleaning, Data Structures, Subqueries, CASE, VIEW, JOIN, UNION, Aggregate Functions  
**Python:** Data Analysis, Predictive Modelling, Pandas, NumPy, SciPy, Scikit Learn, Matplotlib, Seaborn, Classifiers  
**Project Management & Data Visualization:** Jira, Confluence, SDLC, Tableau, Power BI, Excel, IBM Cognos

## PROFESSIONAL EXPERIENCE

### Financial Analyst Intern

Jan 2024 – Aug 2024

BMO Financial Group | *Toronto, ON*

- Prepared monthly, weekly, and ad-hoc reports in Excel and Power BI, providing detailed variance analysis to support executive decision-making for F24 and F25 financials.
- Conducted comprehensive data analysis on combined dataset from multiple sources, extracting relevant business insights to propose CIO with solutions for \$6.5M budget deficit.
- Collaborated with Project Managers to track monthly budgets, forecasts, and resource utilization of Funding Items, ensuring accuracy and alignment with corporate financial goals.
- Automated components of several reporting packages using Excel knowledge, saving future issuers 15 hours of manual work every period.

### Project Coordinator Intern

May 2023 – Aug 2023

BMO Financial Group | *Toronto, ON*

- Obtained customer insights on 10 newly launched projects to present successes, shortcomings, and potential improvements to Director of Sales.
- Refined call volume data using AI speech detection model to conduct cost-benefit analysis, reducing monthly expenditure by a projected \$100,000 across multiple processes.
- Analyzed routine bank-related phone inquiries to determine methods of automation and increased efficiency using the IVR (automated phone system).
- Summarized findings in pivot tables and graphs, sharing insights with team members during scrum meetings and detailing improvements in efficiency for researched process.

### Contracts Specialist

Feb 2022 – Dec 2022

Foresters Financial | *Toronto, ON*

- Licensed, contracted, and appointed insurance producers in a prompt manner, strictly following established guidelines and adapting to dynamic regional policies.
- Reviewed and verified producer AML certifications, VectorOne results, and adjudicated background checks within approval standards while documenting all records and processes.
- Optimized application review process to increase independent work efficiency, exceeding daily completions of deliverables by 40% of senior management expectations.

### Junior Consultant Intern

Jun 2019 – Sep 2019

ACCES Employment | *Mississauga, ON*

- Increased client participation by 35% over previous cohort by creating dashboards in Tableau to showcase rise in employment opportunities for graduates of our programs.
- Analyzed client profiles to match them with best-suited employment program and consultant while ensuring all inquiries were handled at the highest quality service levels.
- Multitasked by completing scheduling, order supply, and data entry tasks while simultaneously attending to clients at the reception to shorten appointment wait times.

## LEADERSHIP & LEARNING

### ITM Student Council Representative

May 2022 – Present

- Meet with School of Information Technology Management's board of directors on a monthly basis to present ideas about developing program structure and course content delivered to students across the department.

### IBM Data Analyst Certification

Jan 2022

- Completed 9 in-depth courses in data analytics using Excel, Python, SQL & IBM Cognos to complete graded projects such as cleaning and exploring databases in SQL, presenting dashboards, and creating predictive models.