

# **Pouria Pazhouhesh**

Business Analyst

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**Professional Summary** Business Information Technology graduate with 6+ years of progressive experience in reporting and systems support. Reduced manual data entry by 60% within 10 weeks in 2025 by redesigning workflows and implementing automation tools. Skilled in stakeholder requirements gathering, financial reporting, and system coordination.

## **Work Experience**

### **Business Analyst**

Cooks for Hire

Vancouver  
04/2025 - 06/2025

- Led a 10-week project from process discovery to solution delivery, including documentation and end-user training within 10 weeks.
- Reduced manual data entry by 60% within 10 weeks by analyzing workflows and implementing Zoho Forms with automation tools.
- Compared and presented 3 software options with cost–benefit analysis in 4 weeks, supporting informed budgeting decisions.
- Built Excel-based tracking tools that reduced reporting effort by 30% within the co-op term using Zapier and Make.com.
- Presented technical solutions to non-technical business owners in 2025, ensuring clear adoption of new systems.

### **Business Systems & Reporting Analyst**

Mashhad International School

Full-time

Mashhad  
08/2019 - 07/2023

- Reduced manual data entry by 30% within one academic year by redesigning financial and attendance reporting workflows
- Designed financial and tuition reporting tools supporting 350–400 student records, improving reporting accuracy by 20%
- Evaluated vendor proposals in 2022 and presented cost–benefit comparisons that supported informed system upgrade decisions
- Consolidated multi-source Excel datasets into centralized management reports within 3 months

## **IT Support Specialist**

Mashhad International School

Full-time

Mashhad

09/2017 - 07/2019

- Resolved 50+ monthly technical requests and reduced recurring issues by 25% through structured staff training
- Supported cross-department coordination between administration and external vendors
- Configured classroom systems and improved digital learning reliability within two semesters

## **Operations & Sales Reporting Coordinator**

Kian Shahd

Part-time

Mashhad

09/2016 - 09/2017

- Tracked sales and inventory data using Excel and improved stock visibility by 15% within 6 months
- Prepared structured operational reports to support purchasing and accounting decisions

### **Education**

#### **Diploma Business Information Technology Management**

BCIT

Canada

09/2023 - 06/2025

#### **Master's degree in Control Engineering**

Sadjad University of Technology

Iran

09/2016 - 07/2018

#### **Bachelor's degree in Electrical Power Engineering**

Azad University

Iran

09/2010 - 06/2015

### **Certifications**

#### **Business Intelligence (BI) Essentials**

IBM

01/2026 - Present

#### **Foundations of Data Science**

Google

01/2026 - Present

### **Skills**

Business Process Improvement, Business Requirements Gathering, Cost–Benefit Analysis, Excel (Advanced), Functional Documentation, Gap Analysis, Power BI, Process Mapping, SQL (Basic Queries & Joins), Stakeholder Communication, User Acceptance Testing (UAT) Support, Vendor Coordination, Workflow Analysis