

Pouria Pazhouhesh
Business Analyst

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https://pouripazhou.github.io/

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