**RYAN CASTILLO**

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**SUMMARY**

Passionate Data and Reporting Analyst with six years of experience across various industries. Skilled in business process optimisation, digital solution integration, and transforming data into actionable insights. I am eager to explore opportunities in Data & Insights Analytics, Business Process Automation, and AI integrations.

**EXPERIENCE**

*2Degrees under Commercial Division*

***Procurement Data Analyst | D365 FinOps System Administrator***

*Nov 2023 - Mar 2025*

Systems: D365 FinOps, PowerApps, PowerBI, SharePoint, Dataverse, Azure DevOps

* Develop, maintain, and improve Procurement spending and Commercial reports using Microsoft Power BI utilising multiple data sources e.g. Excel, SQL, SharePoint, Dataverse, Azure blob, etc.
* Identify data requirements, collaborate with relevant stakeholders, and build suitable BI apps to serve the data requirements.
* Conduct data gathering and cleansing to ensure the integrity and accuracy of data for analysis
* Provide periodical and ad hoc Spend, Commercial and Finance data analysis requirements to business stakeholders (from ELT members to Operational employees), facilitating discussions with technical and non-technical audiences.
* System administrator (SME) for Dynamics 365 Procurement – Finance and operations module
* Investigate and resolve issues and discrepancies in D365. Resolve D365 escalation requests/issues
* Vendor master administration: Onboard suppliers as vendors in D365 and conduct due diligence and background checks when creating and amending vendor records.
* Collaborate with Business Analysts, developers, and stakeholders to resolve D365 issues.
* Maintain, troubleshoot, and update the PowerApps overlay on D365.

*Auckland Transport under Finance Division—April 2018 to November 2023*

***Procurement Advisor – Excellence | Data and Insights Analyst***

*Sep 2021 - Nov 2023*

Systems: SAP FICO, Power BI, ServiceNow, SharePoint Portal, Azure DevOps

* Develop, maintain, and improve Procurement and Finance Power BI reports with multiple data sources, e.g. SQL server, SharePoint, API
* Provide accurate and updated data to support the end-to-end procurement lifecycle.
* Communicate with stakeholders with varying data analytics literacy to understand business data requirements and deliver data solutions.
* Develop and manage relationships with business stakeholders - PX Business partner.
* Lead and participate in Agile Projects—PBI report development/SAP integration and other procurement process improvement initiatives.
* Identify opportunities for data quality improvement. Lead automation initiatives to enhance data accuracy and consistency
* Accurately reported to Senior Leaders, GM, and Executive Management
* Perform data extraction, cleansing and analysis for internal and external ad-hoc/periodical audits.
* Conduct Power BI onboarding process to new users - providing access & training to procurement members & wider business.

***Procurement Advisor – Excellence | Capability & Process Analyst***

*Sep 2019 - Aug 2021*

Systems: SAP FICO, Power BI, ServiceNow, SharePoint, Microsoft Office 365

* Identify, analyse, and drive strategic initiatives to enhance internal processes and enable the procurement team to bring value for money.
* Lead process improvement initiatives to enhance the Procurement team’s engagement with the business and suppliers.
* Implement digital business solutions to improve business processes and customer experience.
* Manage relationships and maintain excellent communication with business stakeholders and suppliers.
* Digital systems, vendor master and capability excellence process owner
* Vendor Master Data Administrator – SME and point of contact for all vendor inquiries.

***Procurement Administrator/ Contracts Coordinator***

*Apr 2018 - Sep 2019*

Systems: SAP FICO, Adobe Pro Suites, FlexiPurchase, SharePoint, Microsoft Office 365

* SAP Vendor Master Administrator—Create, maintain, and block AT vendor master in the system.
* FlexiPurchase Administrator—maintains the database, resolves queries, leads CI initiatives, etc.
* Purchasing Card Administrator Auckland Transport liaises with external and internal customers.
* Analyse data to support Procurement advisor/ specialist in procurement planning and category management and contribute to business process improvement initiative
* Actively maintain relationships with key business stakeholders and negotiate with stakeholders to ensure that contract protocol is followed for all contracts and payments.

*Nokia Solutions and Networks,* ***Supply Planner/Analyst -*** *Mar 2015 - Jan 2017*

*Toyota –* ***Inventory Controller/ Analyst*** *– Mar 2013 to Jan 2014*

*Fujitsu Ten Solutions Philippines,* ***Quality Engineer -*** *Apr 2012 - Jan 2013*

**EDUCATION AND CERTIFICATION**

IBM through Coursera - Python for Data Science, AI & Development – In progress

Auckland University of Technology - Masters in Analytics – In progress

Auckland Institute of Studies – PGDip – Business Administration – Nov 2017

Technological Institute of the Philippines - Bachelor of Science in Industrial Engineering – May 2012

**SKILLS**

* Business Data Analysis and Data Storytelling
* Subject Matter Expert in Dynamics 365 – FinOps – Procurement
* Data warehouse and big data management using Hadoop
* ETL and building data models and schema
* Proficient in SQL and Python programming
* Power BI – building reports and dashboards
* AI tools – Copilot, ChatGPT, Canva
* Business process automation – Microsoft Power Apps, Power Automate, (Power Platform)
* MS Excel- Python, Power Pivot, Power Query, VBA/Macro
* Develop a modern SharePoint team page, Lists, and Form