Mirza Abubacker

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EDUCATION AND CERTIFICATION

Google Data Analytics Professional Certificate   *Nov 2022*

- Established robust understanding of data analysis, cleaning, and visualization skills to implement in SQL/Excel-based solutions for real-world analytics-based scenarios.

Toronto Metropolitan University – Business Technology Management (Co-op)
Bachelor of Commerce   *Sep 2016 – Oct 2021*

- Focused on project management and data analytics with a primary emphasis on SQL, Excel, and Python.
- ITM Student Association – Vice President of Finance: Oversaw invoice management and spearheaded funding efforts for six large-scale student events by delivering compelling funding presentations.
- RBC Student Hackathon: Achieved 3rd with an exceptional presentation for an innovative cybersecurity solution.

TECHNICAL SKILLS

- SQL, Python (ML), Excel, Tableau, Oracle BI, JIRA, Confluence, BPMN/UML, ServiceNow, HTML/CSS, Microsoft (Visio, PowerPoint, Word, Dynamics)

PROFESSIONAL EXPERIENCE

CGI
Project Control Officer   *Jan 2020 - Aug 2020 (Co-op), Feb 2022 – Feb 2023*

- Leveraged **Oracle BI** dashboards to consolidate historical data and perform monthly health checks for large scale projects, using sophisticated **financial models** to identify margin leakage and over/underrun of funds.
- Produced **ad-hoc Excel reports** to address complex inquiries from stakeholders and clients, meeting specific parameters and directives set by the Project Manager.
- Led month-end forecasts reviews for **10+ projects** in collaboration with Director and Project Manager while delivering status updates for active projects to drive informed decision-making and initiatives.
- Delivered **actionable insights and analysis** for resource allocation and funding through **compelling visualizations**, presented to leadership on a weekly basis, facilitating **efficient decision-making** at a glance.

Toronto Water
IT Trainee   *May 2019 – Aug 2019*

- Implemented workstation setup procedures with a record of over **95% accuracy**, encompassing system BIOS configuration, software installation, and Windows imaging for employee use, resulting in highly satisfied users.
- Directed team of interns in successfully completing large-scale **IT equipment upgrade** project with high efficiency against all on-site deadlines while meticulously reporting status updates to upper management.

RBC
Business Analyst   *May 2018 – Dec 2018*

- Streamlined the transition from **Excel to SQL** for weekly reporting by developing and implementing **PowerShell** scripts that automated data cleaning operations like delimiter conversion and data transformations. Project was completed ahead of time as a result of this automation.
- Created advanced, optimized **SQL queries** involving multiple tables and nested logic to produce valuable KPI reports **80%** faster than previous Excel-based process, utilized by Sr. BA for product development.
- Initiated and managed a comprehensive documentation project, encompassing diverse business processes and reporting practices, creating a **60+ page reference** resource for the team to facilitate information sharing.