

**Nikhil Teotia**

Ontario, Canada

teot0001@algonquinlive.com

(613) 276-5104

[LinkedIn](#)

**June 5, 2025**

**Hiring Committee**

Toronto Hydro

14 Carlton Street

Toronto, ON

Dear Hiring Committee,

I am writing to express my strong interest in the Senior Technical Student (Time Systems & Analytics) position for the Fall 2025 co-op term at Toronto Hydro. I am currently enrolled in the Business Intelligence and System Infrastructure program at Algonquin College, and with my educational background in technology and business systems—complemented by two years of industry experience—I am confident in my ability to make a meaningful contribution to your Total Rewards & Performance team.

In my previous role as a Junior Data Analyst at Stratosphere Pvt Ltd, I provided support across ERP modules, including HRMS and payroll, for multiple university clients. My responsibilities included preparing and validating datasets, optimizing SQL queries for performance monitoring, and participating in end-user support and system deployments. I also contributed to documentation efforts by developing SOPs and supporting training materials, all of which directly align with the expectations of this role.

Technically, I bring proficiency in Excel, including Pivot Tables, VLOOKUP, and IF Statements, as well as familiarity with SAP ERP environments. I've also worked extensively on data-driven projects using Power BI and Python, and I am adept at delivering visual insights and reports to both technical and non-technical stakeholders. My analytical mindset, attention to detail, and proactive problem-solving approach equip me well to manage time entry governance, test case support, and employee data reporting.

I am eligible for the Fall 2025 co-op term and have included my transcript with this application. I am excited about the opportunity to apply my skills in a dynamic utility environment like Toronto Hydro's and to further develop my experience in HR and time systems operations.

Thank you for considering my application. I look forward to the possibility of contributing to your innovative and collaborative team.

Sincerely,

**Nikhil Teotia**

## Nikhil Teotia

📍 Ontario, Canada    ✉ teot0001@algonquinlive.com    in LinkedIn    🐙 Github

### Profile Summary

Detail-oriented and tech-savvy data professional pursuing a specialization in Business Intelligence, with hands-on experience in SQL, data analysis, and ERP system support. Proven track record in leveraging technical tools to support HRIS modules including payroll and benefits. Adept at handling sensitive data, delivering high-quality insights, and working in fast-paced, collaborative environments.

### Skills

**Programming:** Power BI, Tableau, SQL (MySQL, PostgreSQL), Python, Jaava

**Applications:** Microsoft Office (Word, Excel, Outlook, PowerPoint), Office 365, SharePoint, Visio

**Data Analysis:** ETL, Data Wrangling, Data Cleaning, Data Extraction, Data Transformation

### Experience

#### Junior Data Analyst

Noida, India

Stratosphere Pvt Limited

Nov 2021 – Oct 2023

- Delivered first-line and second-line technical support to 300+ users across ERP systems, reducing ticket backlog by 18 percent within the first 6 months.
- Diagnosed and resolved hardware/software and network issues with a 95 percent satisfaction rate measured via support surveys.
- Created SQL-based performance monitoring scripts, reducing server response times by up to 12 percent.
- Participated in on-site ERP deployment support and end-user training, resulting in smooth rollouts across 3+ university clients.
- Assisted in creating user documentation and SOPs aligned with operational guidelines.

### Projects

#### Credit Card Financial Dashboard - Power BI, Excel, Power Query, DAX

- Developed an interactive Power BI dashboard analyzing data from 10,000+ credit card customers, enabling financial teams to identify high-risk segments and top revenue-generating groups, supporting a projected 15 percent improvement in targeted marketing efficiency and risk profiling.
- Performed data transformation using Power Query and DAX, delivering dynamic KPIs and visualizations that revealed payment behavior trends—such as 22 percent of Platinum cardholders contributing over 40 percent of total revenue—helping stakeholders optimize credit strategies and minimize default risk.

#### Bank Loan Report SQL, Visio, Excel, Microsoft Word

- Developed an interactive Power BI dashboard by transforming raw Excel and SQL data (38K+ loan records) into relational models using Power Query and DAX, enabling stakeholders to analyze funded amounts, interest rates, and default risks for data-driven decision-making.
- Aligned report metrics with fund accounting standards, integrating trial balance calculations and NAV components for investor-facing analysis.

#### Diabetes-ML-Project -Python,NumPy,Pandas,Seaborn,Matplotlib, scikit-learn SQL, Visio, Excel, Microsoft Word

- This project is focused on Exploratory Data Analysis and Machine Learning Model Training using Python. Here, we are analyzing different aspects of Diabetes in the Pima Indians tribe by doing Exploratory Data Analysis and building a classification Model.

### Education

#### Post-Graduate Certificate in Business Intelligence and System Infrastructure

Jan, 2025 - present

Algonquin College Ottawa, Ontario, Canada

- **Coursework:** Machine Learning, Cloud Platforms(AWS), Statistics, Data Integration, Data Modeling

#### Post-Graduate Certificate in Cyber Security Analysis - Algonquin College

Jan, 2024 - Aug, 2024

- GPA: 3.74/4

Ottawa, Ontario, Canada

- **Coursework:** Penetration Testing, Vulnerability Management, Cloud Security

#### Bachelor of Computer Applications - Institute of Management Studies

Jun 2018 - Apr 2021

- GPA: 7.9/10

Ghaziabad, India

- **Coursework:** Database Management Systems(DBMS), Web Development, Computer Networks

## STUDENT COPY TRANSCRIPT

DATE: 2025-05-08

Student #:041-128-138      Nikhil Teotia

TIME: 20:15:31

12^CST2101	Business Intelligence Programming	56.0	A-	201.6
13^CST2102	Database Analytics	70.0	A-	252.0
14^CST2108	CLD Solutions 1: Arch&Dev't Fund	56.0	B-	151.2
15^CST2109	Machine Learning 1: Fundamentals	56.0	B-	151.2
16^CST2111	Data Visualization	42.0	B+	138.6
17^CST2112	Data Engineering and Integration	42.0	B+	138.6
18 GEP1001	Coop Education and Job Readiness	21.0	SC	0.0

SEE LINE ==&gt;    6

-----

TERM TOTALS		322.0		1033.2
-------------	--	-------	--	--------

TERM G.P.A.	3.21
-------------	------

CUMULATIVE TOTALS		322.0		1033.2
-------------------	--	-------	--	--------

CUMULATIVE G.P.A.	3.21
-------------------	------

Only courses for which grades  
were submitted appear on this  
transcript.

\*\*\*\*\*

NO ENTRIES BELOW THIS LINE.

## LEGEND

&gt; Included in term G.P.A.

&lt; Included in cumulative G.P.A.

^ In term and cumulative G.P.A.