

Mohammed Yusuf Shaikh

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WORK EXPERIENCE

Finance Associate | Innovative Telecom & Software Pvt Ltd | 06/2023 - 08/2023 | Surat, India

- Supported the finance team budget planning and forecasting.
- Prepared financial reports and analysis to facilitate decision making.
- Contributed to 10% improvement in data processing with use of advanced Excel.
- Improved data entry accuracy by 20% by providing quality control checks such as analyzing and cleaning data

Sales Associate | Innovative Telecom & Software Pvt Ltd | 04/2021 - 08/2021 | Surat, India

- Communicated effectively with B2B Industrial customers, addressing inquiries and providing solutions to meet their needs.
- Increased sales opportunities via cold calling, emailing and in-person meetings which attracted 5+ customers.
- Managed CRM software to track customer interactions, update lead information.
- Conducted market research to identify opportunities.

Travel Consultant & Associate | Ikhlas Tours & Travels | 08/2022 - 05/2023 | Scarborough, ON

- Accommodated and planned itineraries based on preferences, budget
- Coordinated and managed booking provided customer support and handling inquiries.
- Worked closely with team members, vendors and travel agencies to coordinate logistics and manage clients need.

SKILLS

Languages: English (native), Hindi (native)

Soft Skills: Management, communication, Team lead, Client relationship building, Strategic planning, Pivot Tables, Data Cleaning, Data analysis, Statistical Analysis, Regression Models, collaborative result, Self-Motivated, Open to Relocation (local and national), Actuary, fast paced, adaptable, VLOOKUP, HLOOKUP

Technical Skills: GitHub, Python, R Programming, STATA Programming, SQL, PhpMyAdmin, PostgreSQL, Power BI, Tableau, MS Excel, Google Sheets, Google Analytics, MS PowerPoint, VBA

EXTRACURRICULAR & CERTIFICATION

Collision Conference | Volunteer | 06/2022 - 06/2023 | Toronto, ON

- Monitoring, management and motivational strategies, supporting 100+ startups and managing investors
 - Received consistently positive client feedback related to service delivery.
- Supporting 100+ startups and managing investors

ACEUTM - University Club | Internal Vice President | 05/2022 - 05/2023 | Mississauga, ON

- Engaged in digital marketing strategies and analytics, enhancing the organization's online presence.
- Team Leader working with associates to prepare and conduct case competition for students.
- Coordinated budget and substantial planning activities.
- Developed successful internal and external operations.

Goldman Sachs Excel Skills for Business Job Simulation on Forage | 01/2025

- Acquired proficient command of Excel functionalities and data analysis techniques, including data cleansing and manipulation, and conditional formatting techniques.
- Acquired proficiency in automation by learning to record macros and script in Visual Basic for Applications (VBA), developing two functional macros integrated with buttons using account sales data.
- Gained expertise in data visualization and storytelling using Excel and PowerPoint by creating impactful charts and interactive dashboards.

Goldman Sachs Operations Job Simulation on Forage | 01/ 2025

- Completed a job simulation based on an Operations Analyst role at Goldman Sachs on Forage
- Analyzed financial data and identified issues in trade settlements and asset transfers for high-net-worth clients
- Applied best practices in operational risk management

EDUCATION

Bachelor of Science in Economics & Applied Statistics | University of Toronto

PORTFOLIO

Website Link: <https://yusuf365.github.io/My-Portfolio.github.io/>