

# Alykhan M Versi

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## Summary of Qualifications

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- Proficient in Microsoft Excel (pivot tables, data analysis and macros) from creation of executive reports
- Proven excel and VBA skills through using automation to significantly decrease turnaround time
- Developed extensive technical skills by achieving certification in Python 3 and Java programming

## Education

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### University of Toronto Scarborough

Toronto, ON

Bachelor of Business Administration Management Co-op

Current-April 2024

Specialist: Information Technology 3.75 cGPA

Courses/Certifications: Calculus 1 & 2, Intro to Comp Sci, Microsoft Certified Azure (AZ-900), Python & Java Specialization

## Projects

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Sudoku – Developed an interface for user to play game of Sudoku with backtracking algorithm

Hangman – Built game using buttons and able to use any word in a random list

Flappy Bird – Re-created popular game using shape awareness to check for collisions

Rock Paper Scissors – Developed menus to enhance UX, Created AI to use data analysis to predict input

## Technical Skills

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Tools: Python, Java, HTML/CSS, SQL, MS Office, GitHub, Jira, Confluence, Agile, ServiceNow VBA & Tableau

## Work Experience

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### CIBC

Toronto, ON

Technical Process Analyst Co-op

May 2021 – Aug 2021

- Received an Exceptional Student Award for completing work efficiently and accurately which allowed deadlines to be met in advance while concurrently automating enterprise-wide reporting processes
- Conducted consistent short turnaround time when updating change tickets using IT Service Management tools while maintaining data accuracy from a Governance/Audit perspective
- Demonstrated automation documentation to full-time staff to be maintained on Department Ops review dashboard which resulted in turnaround time to be reduced by 90%

### GAP INC

Toronto, ON

Brand Associate Intern

Jun 2019 - Sept 2019

- Demonstrated outstanding customer service through assisting and greeting over 20 customers every hour on the sales floor which made consumers more willing to enter the store, as a result increasing business
- Improved consumer relationships in a team of 7 by evaluating current store initiatives to create a success plan for future growth activities, which made the store an organized and consumer-friendly environment
- Developed strong organizational skills by managing inventory in a timely and accurate manner to ensure smooth store operations, as a result this helped shoppers find apparel quickly and efficiently

## Volunteer & Leadership Experience

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### Management Communications Association (UofT)

Toronto, ON

Vice President of Information Technology

Oct 2020 - Present

- Organized the logistics of the feedback survey of the pilot MCA interview prep workshop which hosted 20 participants to find and present senior club members areas of improvement for upcoming events
- Developed the MCA website using Wordpress to showcase an overview of the club which gained a significant amount of attention surrounding the club averaging over 20 hits a week
- Collaborated with a team of 7 to plan upcoming workshops where attendees will be motivated and encouraged to improve communication skills resulting in eager students requesting availability