

## Alykhan M Versi

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### Summary of Qualifications

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- Competent 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

*Bachelor of Business Administration Management Co-op*  
Specialist: Information Technology 3.75 cGPA

**Toronto, ON**

Current-April 2024

### Work Experience

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#### CIBC

*Technical Process Analyst Co-op*

**Toronto, ON**

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

*Brand Associate Intern*

**Toronto, ON**

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)

*Vice President of Information Technology*

**Toronto, ON**

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
- 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
- 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

#### Ismaili Council for Ontario

*Data Entry Assistant*

**Toronto, ON**

July 2018 – August 2018

- Built and analyzed Excel spreadsheets to find and present conclusions to leadership from extensive data to improve the success rate of events planned
- Generated summary reports through the consolidation of feedback survey data, resulting in the potential enhancement of the delivery for future occasions

### Skills, Activities & Interests

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**Technical Skills:** VBA, Microsoft Office, Python, Java, Azure Fundamentals (Certified), HTML & CSS

**Interests:** Ping Pong, Coding, Chess, Soccer, Fitness