ATIKAH MOHAMAD

DATA ANALYST

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SUMMARY

With over 8 years of professional experience in the IT, e-commerce, and sign manufacturing sectors, I have gained diverse skills across multiple job functions. From my time as an IT Developer to my role as an Admin Executive, I have successfully collaborated with multiple departments to accomplish shared objectives. I enjoy organizing tasks and graphic design and consume personal development content in my spare time.

Driven by a passion for data and its potential to reveal valuable insights, I aspire to transition into a Data Analyst role. Through my experience with SQL and Microsoft Excel, and my proficiency with Tableau, I have developed a strong foundation in data analysis. I recently completed a course to further enhance my data analytics skills, and plan to expand my technical knowledge with Python.

SKILLS

Data Cleaning and Exploration

   SQL

   Microsoft Excel, Google Sheets

   Python (Beginner)

Visualization

   Tableau

Business Intelligence

   SAP BusinessObjects

   Universe Design Tool

Google Analytics

Google Tag Manager

PUBLICATIONS

JOURNAL ARTICLE (2016)

Comparative Study of Examination Question Classification Tools

▪ NLP, text mining, machine learning

CONFERENCE PAPER (2013)

Dahlia: Online Formative Assessment for Theoretical Course

▪ D3.js, PHP

WORK EXPERIENCE

IT EXECUTIVE

Bumi Jaya Advertising (Remote) | Aug 2020 - Present (Part-time)

- Create a worksheet using Google Sheets to track expenses and worker salary advances, resulting in decreased time to calculate monthly wages
- Conduct thorough reviews of invoices and payment transactions to ensure accuracy of expenditure report
- Develop a WordPress website for pharmaceutical consulting firm that consistently generates inquiries from prospective customers
- Conduct market research on competitors' offerings and make recommendations for value propositions from firm's customer perspective
- Configure analytics components on Google Analytics and Google Tag Manager

ADMIN & BUILDING EXECUTIVE

BloomThis (Petaling Jaya) | Nov 2021 - Oct 2022

- Conducted inventory data collection of office supplies and reduced waste by performing monthly stock counts
- Analyzed usage of cleaning supplies and optimized purchase schedule to reduce delivery fee
- Partnered with Procurement team to create a forecast report for cleaning supplies
- Led engagement with food vendors to provide biweekly lunches for 70+ employees on a limited budget
- Managed vendor appointments and contract renewals and ensured accurate monthly invoicing
- Proposed a diversion of cold storage room outlet, saving at least RM1400 on yearly maintenance cost

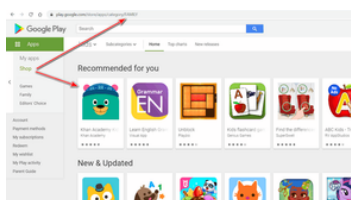# PROJECTS

SUPERSTORE DATA ANALYSIS
Technology: Tableau

Conducted an in-depth analysis of sales data and suggested multiple actionable solutions to improve performance. Accompanying visualization can be found here on Tableau Public.

MOBILE APP PROFITABILITY
Technology: Python

Conducted an analysis of mobile app data and recommended an app category that has the potential to yield profits. Findings are documented here on GitHub.

EDUCATION

MASTER OF SCIENCE IN IT
UiTM Shah Alam | CGPA 3.95

2014 - 2016

BAC. OF COMPUTER SCIENCE
UiTM Shah Alam | CGPA 3.85

2011 - 2013

DIP. IN COMPUTER SCIENCE
UiTM Jengka | CGPA 3.95

2008 - 2011

EXECUTIVE ASSISTANT TO THE CEO OFFICE
BloomThis (Kuala Lumpur) | May 2021 - Oct 2021

- Screened resumes from job portals and organized candidate information in Notion for team review
- Coordinated with hiring managers and candidates to schedule virtual and in-person interviews
- Developed a Google Form to supplement phone reference checks and accelerate hiring process for shortlisted candidates
- Established a recruitment dashboard utilizing Google Sheets functions and pivot tables for weekly HR and management meetings

TECH DEVELOPER
BloomThis (Kuala Lumpur) | Oct 2017 - Dec 2019

- Maintained reports for digital marketing KPI on Google Sheets
- Utilized Supermetrics to incorporate insights from multiple sales channels
- Achieved a 40% reduction in time spent creating product catalogs for Facebook and Google by utilizing Liquid programming elements
- Managed digital assets (100+ products) on Shopify e-commerce platform
- Participated in data clean-up initiatives and streamlined product launch workflow

IT DEVELOPER
Hewlett Packard Enterprise (Cyberjaya) | Apr 2014 - Oct 2017

- Held technical lead role in high-profile projects - oversaw a team of 3 members in configuration of application and database, collaborating with multiple global teams to meet strict deadlines
- Achieved a 50% reduction in human error for database updates by creating a reusable DML script template
- Utilized SQL and Microsoft Excel to identify and address data discrepancies
- Worked closely with business users to clean and migrate data for timely delivery
- Employed Linux command line to process data files from SAP system
- Collected user requirements for monthly credit master data updates and executed changes in database

CREDIT & COLLECTIONS INTERN
Hewlett Packard (Cyberjaya) | Sep 2013 - Mar 2014

- Developed web-based reports using SAP BusinessObject software for collection managers
- Analyzed business requirement documents and translated them into technical requirement documents
- Integrated data from multiple databases to provide business users with a consolidated view of collection activities
- Optimized database table joins in Universe Design Tool to improve report loading speed
- Identified and resolved issues during System Integration Testing (SIT) and User Acceptance Testing (UAT), obtaining timely user sign-off