

Maaz Saeed

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Professional Summary

Resourceful administrative professional with experience supporting leadership teams in fast-paced, high-stakes environments. Skilled in managing complex scheduling, coordinating logistics, preparing executive-ready reports and presentations, and maintaining confidential records. Proven ability to support cross-functional teams across multiple locations, with strong proficiency in MS Office, SharePoint, and data tools like Power BI. Adept at problem-solving and multitasking, with a consistent record of taking initiative and ensuring accuracy.

Profile of Skills

Strategy & Optimization: Lean Six Sigma | Agile, Scrum | Business Process Improvement | KPI Tracking | Kaizen | Business Process Improvement | Total Quality Management | Continuous Improvement |

Tech Tools: MS Word | Excel (Advanced) | PowerPoint | Outlook | SharePoint | Teams | PowerBI | Adobe Acrobat | Python | SQL | Git and GitHub | Google Sheets | JIRA | Zoom | Figma | Slack |

Professional Experience

Testing Venue Supervisor, BITTS Testing Services, Windsor, ON Apr 2024 – Present

- Oversee daily operations of high-stake examinations such as IELTS and CELPIP (language proficiency) and FP Canada (professional certifications)
- Work closely with venue coordinators to provide administrative support to 14 interstate testing teams with interdependent workflows, in real-time
- Support the maintenance of British Council's SharePoint; end-to-end custody of confidential test materials such as biometric data, immigration documentation, incident logs, test submissions and results etc.
- Support upper management with creation of various reports and presentations, using various software, for monthly town-halls and other ad-hoc data analysis as required
- Coordinate travel and cost for Windsor staff members for training sessions at BITTS' head-office in Mississauga
- Coordinate meetings and arrange for AV (audio-video) equipment and catering for venue-based training sessions
- Manage inbound and outbound mail and courier deliveries including test papers, lab equipment, complaint forms and any other materials as required

Real Estate Market Analyst / Client Servicing Executive, Home Easy, USA, Remote Jun 2022 – Sep 2022

- Prepared and presented pitch decks to develop business, based on client needs and business requirements
- Assisted the IT teams in web-scraping real time rental prices while accounting for dynamic price changes
- Established relationships with external real-estate brokers, increasing lead generation by 50%
- Sole representative assigned to a new lead generation platform while prompt engineering Home Easy's chat-bot to keep clients engaged, gather basic requirements, and make initial suggestions from the database

Certifications

[Planned, in 3 weeks] **Microsoft Azure Data Fundamentals: DP-900**, Microsoft June 2025

Financial Modelling in Excel, FinanceTrainingCourse.com June 2021

IELTS: Academic: 8.5 Bands | General: 8.0 Bands, British Council 2022 / 2024

Education

University of Windsor, Windsor, ON 2023 – 2024

- **Master of Management, Business Data Analytics**, Finance: Global Perspective; Accounting & Finance; Pred. Modeling and Decision-Making; Data Acquisition and Project Mgmt.; Business Strategy; Managing Employees;

Habib University, Karachi, Pakistan 2018 – 2022

- **Bachelor of Science, Computer Science**, Database Systems; Probability & Statistics; Intro to Data Analytics; Technology, Mgmt, & Entrepreneurship (Distinction), Software Security