**MAHREEN AYAZ**

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**PROFESSIONAL SUMMARY**

* Experienced Data Analyst and Business System Analyst with experience in managing business processes.
* Currently enrolled in the Data Analytics course at University of Toronto.
* Proven track record of delivering in Waterfall, Agile and Scrum project life cycle environments.
* Experienced in working on business processes and ensuring smooth operations.
* A team player with proven track record of engaging various phases of project life cycle.
* Strong problem-solving skills and proven track record of process improvement initiatives.
* Excellent interpersonal and communication skills.

**TECHNICAL SKILLS**

* **Data Analytics:** Python (Pandas, Matplotlib, APIs), SQLAlchemy, SQL Excel, VBA, SAP
* **Database:** SQL Server, Oracle, Postgres
* **Development:** Anaconda, Jupyter Notebook, Visual Studio Code, GitHub
* **IT Management:** Service Now
* **Project Management:** Waterfall & Agile methodologies, JIRA, Confluence
* **Operating System:** Windows, MacOS
* **Business Analysis:** Requirements Management, Stakeholder Management, Project Documentation, User Training, Business Glossary

**CAREER HIGHLIGHTS**

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| --- | --- | --- | --- |
| **Employer** | **Position** | **Location** | **Period** |
| Enzen Global | Data Analyst / Business System Analyst | Solihull, United Kingdom | Nov 2014 – Jul 2017 |
| OMV | Intern | Islamabad, Pakistan | Aug 2010 – Sep 2010 |
| Ministry of Environment Pakistan | Intern | Islamabad, Pakistan | Jul 2010 – Aug 2010 |

**PROFESSIONAL EXPERIENCE**

**Enzen Global**

**United Kingdom**

(Nov 2014 – Jul 2017)

Enzen is a global knowledge practice that provides consulting, technology, engineering, management and innovation services to leading businesses, governments, non-governmental organizations and not-for-profits. Enzen specializes in gaining, refining and sharing expertise in the energy and utility sector, then provide strategic advice and implement outcome-driven solutions.

My responsibilities at Enzen Global included the below.

* Responsible for generating daily reports using SQL and SAP to present to the management.
* Coordinated and maintained scheduling documents for field teams.
* Maintained and tracked project tasks on JIRA.
* Created, assigned and tracked tickets on ServiceNow.
* Maintained and ensured timely availability of project information and details to stake holders using SharePoint and Confluence.
* Involved in business process modelling and ensuring continuous improvement of existing processes.
* Managed communication and expectations with internal and external stake holders as the primary point of contact.
* Ensure development and training of team members.

**OMV (Internship)**

**Pakistan**

(Aug 2010 – Sep 2010)

OMV is an Austrian multinational integrated oil, gas and petrochemical company which is headquartered in Vienna, Austria. I had the opportunity to work as an intern at their regional office in Islamabad, Pakistan.

My responsibilities at OMV included the below.

* Prepared reports on Clean Development Mechanism (CDM).
* Presented reports on Environmental Impact Assessment (EIA).
* Prepared reports on Initial Environmental Examination (IEE).
* Carried out Environmental Field Audit of OMV plant facilities.

**Ministry of Environment, Pakistan (Internship)**

**Pakistan**

(Jul 2010 – Aug 2010)

I had the opportunity to gain experience as an intern at the Ministry of Environment, Pakistan and was responsible for the below activities.

* Worked on reports related to Stockholm Convention.
* Studied laws and prepared reports on persistent organic pollutants (POPs).
* Participating in conferences and workshops organized by the ministry.
* Hosted workshops that were organized by Ministry of Environment in collaboration with United Nations.

**EDUCATION**

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| --- | --- | --- | --- | --- |
| **Period** | **Degree** | **Subject** | **Institute** | **Status** |
| 2023 – | Boot Camp Course | Data Analytics | University of Toronto | Enrolled |
| 2012 – 2014 | Master in Science (MS) | Environmental Sciences | University of Houston – Clear Lake, U.S.A. | Graduated |
| 2009 – 2011 | Master of Science (MSc) | Environmental Sciences | Fatima Jinnah Women University, Pakistan | Graduated |
| 2006 - 2008 | Bachelor of Science (BSc) | Botany, Zoology, Chemistry | Fatima Jinnah Women University, Pakistan | Graduated |

**REFERENCES**

References can be furnished upon request.