

NAVEED DHANJI

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SKILLS

- Data Analysis
- Data Cleaning, Validation,
- Exploratory Data Analysis (EDA)
- Calculation & Analysis in SQL, Spreadsheets
- Data Visualization (Tableau, Power BI, Plotly)
- Proficient using Github, Cloud Platforms, APIs
- Continuous Learning & Skill Development
- Critical Thinking & Analytical Problem Solving
- Collaborative & Creative Team Player
- Proactive Planning
- Agile in Navigating Change
- Project Management
- Verbal & Written Communication
- Independently Motivated & Purpose-driven

EXPERIENCE

Graphene Leaders Canada Inc., Edmonton, AB - *Executive Support, Administrative Analyst*

AUGUST 2021 – FEBRUARY 2023

- Streamlined office efficiency and interdepartmental productivity, as measured by enhanced operational processes, by mapping and resolving workflow procedures.
- Reduced office expenditures by 15% monthly, by applying advanced MS Excel formulas and charts for budget analysis.
- Reorganized administrative filing systems and ensured data accuracy, by validating information across various governance documents and contracts, creating a process that mirrored a digital version of the physical filing structure in a secure network server.
- Automated tasks to boost productivity, by utilizing self-taught Python scripts after identifying frequent time-consuming activities.
- Consistently completed all tasks and projects on or before deadlines throughout the entire calendar year, by leveraging project management technologies for effective tracking and scheduling.

GLC Production (GLCP) Inc., Edmonton, AB - *Production Technician, Technical Analyst*

OCTOBER 2020 – AUGUST 2021

- Analyzed asset performance issues, by conducting trend analysis and root cause identification.
- Supported senior scientists on data-intensive projects, by providing analytical insights sourced from various scientific research papers and methods.
- Established and upheld quality control protocols, to ensure accuracy and reliability in data handling.
- Proficient in utilizing statistical analysis tools and programming languages (Python, R) for asset analysis.
- Acquired expertise in materials science, particularly in graphene manufacturing, through hands-on training and self-study.

- Effectively worked in cross-functional teams to ideate process improvements, implement and monitor changes, and conduct experiments in research, lab, and production settings.
- Translated complex technical reports and papers, making research accessible and understandable to non-experts.
- Maintained health and safety compliance with industry-specific standards and regulations, ensuring quality control.

ASOP.ca, Edmonton, AB - Creator, Market Analysis & Product Designer

APRIL 2020 – OCTOBER 2020

- Founded a home decor business, achieving a 50% sales increase in the first month, by conducting thorough market research and optimizing SEO and digital marketing strategies using Google Analytics and Google Trends.
- Expanded customer engagement and satisfaction, by introducing innovative sales strategies such as discounts and installation services.
- Fueled further business growth, by generating client referrals from satisfied customers and their families, expanding the customer base.

Northside Nissan, Edmonton, AB - Automotive Client Sales Specialist

MARCH 2019 – MARCH 2020

- Employed advanced problem-solving techniques to swiftly resolve customer issues, maintaining a positive and supportive customer experience.
- Garnered numerous positive Google Reviews with personal mentions, reflecting a high level of customer satisfaction and service excellence.

EDUCATION

Google Career Certificate in Data Analytics

2023

MacEwan University | Bachelor of Commerce

2013 - 2014

University of Alberta | Open Studies

2010 - 2011

Jasper Place High School | Diploma

2005 - 2008