

NAVEED DHANJI

Edmonton, AB • (780) 902-8776 • nav.dhanji@icloud.com • ndhanji.me

Data Analyst • Process Improvement & Optimization • Sustainability Analyst
SEO & E-commerce Proficiency • Completed Google Data Analytics Specialization
Professional Problem Solver • Solopreneur in Product Design and Marketing
Surpassed Peers in Science-focused Positions with No Related Experience or Education
Promotion within 10 Months

WORK EXPERIENCE

Administrative Analyst, Interdepartmental Support

Aug 2021 - Feb 2023

Graphene Leaders Canada GLC - Edmonton, AB

- Cut costs by 15% via optimized monthly expenditure analysis using pivot tables, directly impacting the bottom line.
- Enhanced operational efficiency by 20% through detailed analysis and optimization of administrative procedures, leveraging advanced MS Excel for financial forecasting and implementing quality control measures that increased data accuracy by 15%.
- Boosted productivity and streamlined operations by innovating data-driven strategies for administrative task reorganization and process mapping, significantly enhancing time management and overall efficiency.

Junior Data Analyst and Fabrication Technician

Oct 2020 - Aug 2021

GLC Production (GLCP) Inc. - Edmonton, AB

- Supported data-heavy projects with vital analytics, acting as a primary resource for senior scientists.
- Diagnosed asset performance issues, focusing on identifying declining trends to understand causes.
- Upheld compliance with industry standards, ensuring operational precision and reliability.
- Instituted stringent quality control measures for unmatched attention to detail.
- Converted complex scientific research into actionable insights for improvement.

Market Analyst and Designer, Creator

April 2020 - Oct 2020

ASOP.ca - Edmonton, AB

- Boosted online visibility and market expansion for a home decor firm during COVID-19 by employing comprehensive digital marketing and SEO strategies on Squarespace, Google Ads, and e-commerce platforms, enhanced by professional product imagery and innovative sales tactics such as discounts and installation services.
- Pioneered an exclusive range of wood-based decor items by rapidly mastering advanced woodworking and product design, coupled with the integration of graphic design and web development skills to launch a user-friendly website showcasing handmade products.
- Conducted market research to pinpoint high-demand local products, focusing on profitability and social media traction, guiding targeted product development and marketing strategies.

Northside Nissan; Edmonton, AB
Automotive Client Sales Specialist

March 2019 - March 2020

- Mastered advanced problem-solving techniques to swiftly resolve customer issues, fostering a positive and supportive experience for all clients.
- Generated numerous personal mentions in positive Google Reviews, substantiating high levels of customer satisfaction and service excellence.
- Exceeded expectations by delivering exceptional service, enhancing satisfaction through a customer-centric approach.
- Boosted business growth by utilizing customer referrals, significantly expanding clientele.

EDUCATION

MacEwan University	2013 - 2014
Bachelors, Commerce	
University of Alberta	2010 - 2011
Open Studies	
Jasper Place High School	2005 - 2008
Diploma	

TECHNOLOGIES, CERTIFICATIONS

Technologies: Python, R Programming, SQL, Jupyter Notebooks; Tableau, Microsoft Power BI, Google Analytics; MS Excel, Google Sheets, MS Office Suite, Google Suite; GitHub, VS Code; Notion, ClickUp; Adobe Illustrator, Adobe Photoshop; Wix, Squarespace, Wordpress.

Certifications: Python Certification Kaggle	Issued 09/2023
Google Data Analytics Specialization Coursera	Issued 06/2023