

Naveed Dhanji

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About Me

Diligent, data-driven, and dynamic problem-solver with a background in executive assistance, R&D of graphene materials, and extensive customer-centric sales. Excels at uncovering the answers to curiosity-driven questions by collecting, preparing, and visualizing data and in continuously learning new skills to improve, enhance, and create solutions to problems. Seeking a new career opportunity where I can develop and improve my abilities to find solutions to difficult problems in an analyst role.

Experience

Administrative Analyst (Executive Support)

08/2021 – 02/2023

Graphene Leaders Canada (GLC) Inc. | Edmonton, AB

- Streamlined operational processes by mapping and analyzing administrative procedures, identifying efficiency improvements.
- Utilized advanced MS Excel skills for comprehensive data analysis and financial forecasting, optimizing monthly spending and achieving a 15% reduction in costs.
- Enhanced time management and productivity by optimizing administrative processes based on thorough data analysis, leading to more efficient workflow management.
- Developed data-driven strategies for the reorganization of administrative tasks, resulting in enhanced time management and improved productivity.
- Mapped and analyzed existing administrative procedures to identify bottlenecks and inefficiencies, implementing targeted improvements for streamlined operations.

Technical Data Analyst (Graphene Manufacturing)

10/2020 – 08/2021

GLC Production (GLCP) Inc. | Edmonton, AB

- Analyzed asset performance issues, focusing on identifying deterioration trends to understand underlying problems.
- Presented findings from advanced scientific research papers to provide evidence-based insights for improvement.
- Actively contributed to data-intensive projects, providing key analytical support to senior scientists.
- Implemented stringent quality control protocols to ensure meticulous attention to detail.
- Enforced compliance with industry standards, thereby maintaining high accuracy and reliability in operations.

Market Analysis & Design Specialist

04/2020 – 10/2020

ASOP.ca (As Seen On Pinterest) | Edmonton, AB

- Initiated and expanded a home decor business during the COVID-19 pandemic, utilizing targeted SEO and digital marketing campaigns on Squarespace and Google Ads, leading to a 40% increase in online traffic.
- Rapidly developed skills in market research and data analysis, focusing on product design and digital advertising, which identified key market opportunities and achieved a 30% increase in product visibility on Kijiji.
- Leveraged digital marketing and e-commerce platforms to broaden market reach, employing professional product imagery and effective search engine optimization, resulting in a 50% increase in sales.

Automotive Client Sales Specialist

03/2019 – 03/2020

Northside Nissan | Edmonton, AB

- Consistently delivered exceptional customer service, focusing on a customer-centric approach that enhanced client satisfaction and loyalty.

- Employed advanced problem-solving skills to efficiently resolve customer issues, ensuring a positive and supportive customer experience.
- Achieved numerous positive Google Reviews with personal mentions, reflecting a high level of customer satisfaction and service excellence.
- Fueled business growth by generating client referrals, stemming from satisfied customers and their families, thereby expanding the customer base.

Education, Certifications, and Skills

MacEwan University Bachelor of Commerce	2013-2014
University of Alberta Open Studies	2010-2011
Jasper Place High School Diploma	2005-2008
Python Certification Kaggle	Issued 09/2023
Google Data Analytics Specialization Coursera	Issued 06/2023

Relevant Technical Skills | Data Visualization | Data Analysis using MS Excel, Google Sheets, SQL, R | Python programming | Research & Technical Writing | Quantitative & Qualitative Analysis | Process Analysis | Statistical Methods | Quality Control & Lab Operations | Customer Service | Market Research | Project Management

Relevant Soft Skills | Analytical & Critical Thinking | Communication | Teamwork | Creative Problem-solving | Adaptability | Leadership | Time Management | Empathetic | Compromising