

# Naveed Dhanji

Edmonton, AB - (780) 902 8776 – [nav.dhanji@icloud.com](mailto:nav.dhanji@icloud.com) – [ndhanji.me](http://ndhanji.me)

## DATA ANALYST

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Focused and Motivated Data Analyst • Process Optimization • Improving Administrative Efficiency  
Portfolio highlights Data Analysis process, including Data Cleaning, Visualization, and Reporting  
Earned Promotion within 1 year with no prior experience or relevant education  
Versatile • Exceeds Expectations • Innovative • Professional Problem Solver • Technically Savvy  
Proficient in MS Excel • Google Sheets • SQL • Tableau • R • Python

## Experience

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### 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 grew a home decor business during the COVID-19 pandemic, leveraging targeted SEO and digital marketing strategies on platforms like Squarespace and Google Ads to enhance online presence and 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.
- Utilized digital marketing and e-commerce tactics to expand market reach, creating professional product images and implementing SEO practices to improve product visibility and appeal.
- Implemented innovative sales strategies, including offering discounts and installation services, to enhance customer engagement and satisfaction, driving business growth through creative marketing approaches.

### **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**

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**Google Data Analytics Specialization Certification** | Coursera

Issued 06/2023

**MacEwan University** | Bachelor of Commerce

2013-2014

**University of Alberta** | Open Studies

2010-2011

**Jasper Place High School** | Diploma

2005-2008

**Technical Skills** | Data analytics, Data Analysis and Data Visualization (MS Excel, SQL, Tableau, Google Sheets, and R Programming), Python programming, Dashboards, Databases, MS Office Suite, Google Suite, Agile methodologies, Research methodologies, Data Analysis Process (Mining, Extraction, Cleaning, Visualizing, Presenting and Reporting), Market Research and Trend Analysis, Process Optimization, Exploratory Data Analysis, Digital Marketing and SEO, Financial Forecasting, Technology Integration & Strategy, Quality Control and Compliance

**Soft Skills** | Verbal and Written Communication, Teamwork, Problem-solving, Adaptability and Continuous Learning, Organization, Research, Time Management and Productivity, Interpersonal Skills, Creativity, Systematic and Logical, Strategic Thinking and Planning, Analytical Thinking, Creativity and Innovation, Project Management