Neil Javiya

Toronto, ON | +1 (437) - 262 - 6345

neiljaviya4@gmail.com | [LinkedIn](#) | [GitHub](#)

Dynamic and results-driven professional with a robust foundation in Business Analytics and Project Management, fortified by a Bachelor's in Computer Engineering. Proficiently leveraging a diverse skill set, showcasing adeptness in operational consultancy and adept leadership in project endeavors. Recognized for excelling in hackathons, contributing significantly to open source projects, and currently pursuing certifications in Salesforce, Google Business Analytics, and CAPM to further enhance expertise.

EDUCATION

Post Graduate Certificate - Business Analytics May 2023 - Dec 2023
Seneca Polytechnic, Toronto, ON
- GPA: 4.0/4.0, Graduated with High Honours, President's Honours List
- Key Courses: Sentiment Analysis, Data Mining, Prediction Models, SAS, Python
- Achievements: Awarded President's Honours List for both semesters

Post Graduate Certificate - IT Project Management May 2022 - Dec 2022
Seneca Polytechnic, Toronto, ON
- GPA: 3.8/4.0
- Key Courses: Project Management Tools, Finance for Project Managers, IT Project Management
- Achievements: Awarded President's Honours List in the first semester

Bachelor of Engineering (B.E.) - Computer Engineering Aug 2017 - Jul 2021
Gujarat Technological University, Rajkot
- Key Courses: Programming in C, C++, Java, C#, software and application development, fundamental of digital electronics, software design, computer architecture, sql-database

EXPERIENCE

Director, Operations Oct 2023 – Mar 2024 | *Seneca Housing Hackathon, Seneca Polytechnic, Toronto, ON*
Working with team operation for event planning, merchandise planning, judging rubrics, registrations, and catering. Responsible for team task assignment and KPI tracking for performance.

Assistant to the Manager & Concierge Jun 2023 - Present | *MTCC590, Toronto, ON*
Handle file work including meeting minutes, invoices, board resolutions, payroll, and monthly statements for Property Manager. Manage reception desk and execute access control, complaint logging, and communication with superintendent and property manager for emergencies.

Director, Operations Nov 2022 - May 2023 | *ThinkingNorth Smart Cities Hackathon, Seneca Polytechnic, Toronto, ON*

Managed a 10-member Operations team, coordinating event logistics, registrations, merchandise, catering, etc.

Jr. Application Developer Feb 2021 - Jul 2021 *Vishwakarma Global Education Services Pvt Ltd, Pune*

Worked on backend development, handled challenges with technologies like Vue.js and Flutter, conducted testing and communication duties.

Skills

- **Data Interpretation and Visualization:** Proficiency in tools like Tableau, Power BI, or advanced Excel for data analysis and visualization.
- **Requirements Elicitation and Management:** Ability to gather, document, and manage project requirements effectively.
- **Stakeholder Management:** Skills to identify and engage stakeholders, manage expectations, and facilitate effective communication.
- **Business Intelligence Tools:** Familiarity with BI tools for extracting insights and making data-driven decisions.
- **Risk Management:** Capability to identify, assess, and mitigate risks throughout project lifecycles.
- **Agile Methodologies:** Understanding of Agile frameworks (Scrum, Kanban) for iterative and adaptive project management.
- **Resource Allocation and Scheduling:** Proficiency in resource allocation, task scheduling, and project timeline management.
- **Quality Management:** Knowledge of quality control processes and tools to ensure project deliverables meet standards.
- **Change Management:** Ability to handle and guide teams through changes in project scope or requirements.

Achievements

- Finalist: Smart India Hackathon'19, Smart Gujarat Hackathon'20
- Completed "30 Days of Google Cloud" in 2020 & 2021
- Hacktoberfest Contributor: 2020-2023