Aman Thethi

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SUMMARY

Holder of Master degree in Information Technology and certified in IBM Data Analysis Professional Certificate, Oracle SQL, Microsoft Cloud Azure, Microsoft Power BI and ITIL4. Proven track record, extensive experience and key strengths in data and business analysis, managing electronics document management system and financial reporting/analysis.

HIGHLIGHTS

- **Programming Language:** Python (Pandas and NumPy), R, XML, and SQL
- **Databases:** MySQL, Microsoft SQL Server (SSMS) and Oracle SQL Developer
- **Visualizations:** Power BI, Tableau and IBM Cognos
- **Cloud Computing:** Microsoft Azure
- **Data Cleaning:** MS Excel

- Strong Technical Writing: Research papers published
- Advanced Microsoft Office Suite skills: Microsoft Word, Microsoft Excel, and Microsoft Outlook. (MS Office 365)
- Research Writing Experience and Adaptive work style
- Excellent communication and presentation skills.
- Financial reporting, Strong detail orientation and accuracy

WORK EXPERIENCE

Business Data Analyst   AUGUST 2020 – PRESENT
Freelancer.com
(Tools used: T-SQL, Oracle SQL, Power BI, Microsoft Excel, IBM Cognos, python)

- Acquire data from primary or secondary data sources using SQL Queries and maintain databases/data systems
- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality. Identify, analyze, and interpret trends or patterns in complex data sets
- Filter and "clean" data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems
- Work with management to prioritize business and information needs
- Locate and define new process improvement opportunities. Mining data from primary and secondary sources
- Using statistical tools to interpret data sets, paying particular attention to trends and patterns that could be valuable for diagnostic and predictive analytics efforts.
- Demonstrating the significance of their work in the context of local, national, and global trends that impact both their organization and industry.
- Preparing reports for executive leadership that effectively communicate trends, patterns, and predictions using relevant data.

Employee Services Administrator (Contractual Full-Time Position)   MARCH 2020 – JULY 2020
TELUS, Victoria, BC
(Tools used: Office 365, ORACLE HCM PeopleSoft ERP, RightNow CRM & EDRMS))

- Handled multiple domain tickets in a fast-paced environment.
- Verify and process payroll related data in area of specialty within established time to ensure high levels of client satisfaction.
- Processes client transactions within established time and quality standards.
- Processed departmental filing through Electronic Documents and Records Management System (EDRMS)
- Confirms data accuracy and maintains appropriate controls for audit verification.
- Understands sensitivity of client information and maintains client confidentiality.
- Monitors and maintains various client databases. Prepares routine correspondence.
- Ensures that plans are administered in accordance with plan provisions, client policies and legislative requirements.
- Follows up and resolves discrepancies and problems within area of responsibility based on standard work procedures.

Payroll and Accounts Administrator (Contractual Full-Time Position)   NOVEMBER 2018 – FEBRUARY2019
Prime Health Limited, Maple Ridge, BC
Manufacturer of Health Supplements
(Tools used: Office 365: Microsoft Word, and Microsoft Outlook and Sage Business Vision, Microsoft Excel)

- Prepared, analyzed & review reports for gross margin analysis. Extract attendance and hours worked from timesheets.
- Maintained spreadsheets for payroll, inventory, work orders and accounts receivable. Assisted in generating annual T4s.
- Participated in meetings with purchasing manager and production department for inventory and logistics issues.
- Compiled employee expense spreadsheets, generated Record of Employment (ROE). Submitted tax remittance forms, WCB forms. Communicated with international clients regarding Accounts receivable payments.
- Created, generated and submitted financial reports from Sales data to Financial controller and assisted for year-end.

Accounting Intern   MAY 2018 – JUNE 2018
Government of Alberta, Treasury Board and Finance – Edmonton, AB
(Tools used: Microsoft Office: Excel, Word, Outlook, and Govt. of Alberta Software Packages)
- Worked in the Prudential Supervision team to meet its goals on the supervision of profitability, solvency, governance, and risk management practices of Alberta insurance entities based on GAAP (Generally Accepted Accounting Principles).
- Performed financial analysis/review of corporate finance accounting policies, procedures, and compliance monitoring on insurance entities by putting forward evaluations in the form of reports and any red flags identified."
- Demonstrated reasoning and analytical skills, research abilities, detail-oriented approach, problem-solving skills, and excellent written communication skills through financial reporting.
- Govt. of Alberta FOIP Certified: Focus on Privacy certification for confidentiality of sensitive information of department.

Business Analyst   AUGUST 2014 – MAY 2016
Fortis Hospital, Mohali, India
- Collected data using SQL queries, analyzed and identified trends based on quantitative and qualitative data analysis.
- Conducted business analysis by performing workflow analysis.
- Created reports, business cases and recommendations to key stakeholders for review.
- Performed evaluation of new project plans and identifies variances.
- Verified accuracy, consistency and integrity of data; consulted with the management team and stakeholders to validate contents of reports and documents. Collaborated with the various departments to ensure requirements are met.
- Consulted the relevant stakeholders regarding impact assessment and implementation strategies;
- Conducted evaluation and provided detailed analysis and interpretation of information such as operating budgets, new/expanded program requests and other information by gathering information, preparing summary reports, identifying strengths/weaknesses and trends and provided recommendations for improved utilization of services.
- Developed annual performance plans including setting measurable goals and objectives for the assigned area of responsibility in collaboration with the stakeholders
- Gathered information, assesses, determines or identifies trends and recommends changes in project scope where appropriate.
- and maintained key performance indicators and identifying opportunities for improvement.
- Participates in the decision-making process by providing information and expertise on subject matter.
- Executed financial planning, forecasting and reporting methodologies to meet changing business needs.

Assistant Professor: Computer Science Engineering   AUGUST 2010 – MAY 2014
Guru Nanak Dev University, Amritsar, India
(Tools used: Microsoft Office: Excel, Word, Outlook)
- Conducted classroom training for information technology and electrical engineering courses to under-graduate and post-graduate students of Computer Science and Electrical Engg. Department.
- Taught SQL Server management studio. Utilized T-SQL SSRS and SSIS for research purposes.
- Wrote lab manuals and deliverables for laboratory work.
- Developed departmental e-learning courses for distance education programs.
- Supervised Master students in their dissertations. Conducted research and published research papers.
- Assisted Professors and other staff in various departmental duties.
- Wrote proposals to secure funding for research and contributed to curriculum upgrade.
- Evaluated mid-term and semester answer sheets and provided written and oral feedback to students.

EDUCATIONAL QUALIFICATIONS
Accounting Technician Certificate Program   FALL 2017 – SUMMER 2018
NorQuest College, Edmonton, AB

Master in Information Technology   FALL 2008- SUMMER 2010
Guru Nanak Dev University, Amritsar
Technical Dissertation: "Performance evaluation of QoS parameters in UMTS network"

CERTIFICATIONS
- IBM Data Analyst Professional Certificate
- Microsoft Certified: Azure Data Fundamental
- Microsoft Certified: Data Analyst Associate (Power BI)
- Microsoft Certified: Azure Fundamentals
- Oracle Database SQL Certified Associate
- ITIL4 FOUNDATION LEVEL