**Rabiya Mirza**

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**Objective** :

To secure an entry level business analysis position where I can apply my academic knowledge and analytical skills to learn and grow as a professional. Interested in working with a team of professionals to identify areas for improvement, analyse business operations, and implement

effective solutions.

**Highlights Of Qualifications**:

* Possess a solid foundation in information technology with knowledge in software tools and techniques used in business analysis. Proficient in SQL for data querying and manipulation, as well as Microsoft Excel, Word, and PowerPoint for data analysis, documentation, and presentations.
* Highly motivated and cooperative team player with exceptional interpersonal skills. Capable of building strong working relationships with diverse team members to foster a positive and productive project environment.
* Strong written and verbal communication skills, enabling clear and concise communication of complex ideas and technical concepts. Able to articulate ideas, requirements, and recommendations to both technical and non-technical stakeholders.
* Well-developed time management and organizational skills, allowing for efficient task prioritization and timely completion of deliverables. Good ability to meet deadlines while maintaining high-quality work standards.
* Enthusiastic about staying updated with the latest industry trends and best practices in business analysis and information technology. Committed to ongoing professional development and eager to expand knowledge and skills through continuous learning.

**Technical Skills :** C/C++, python, HTML, SQL, MS word, Powerpoint, Excel, JIRA.

**Education**:

Information Systems Business analysis **January 2023 - December 2023**

(With experiential learning capstone)

**George Brown College, Toronto, ON**

Bachelors of Technology (IT) **August 2017 - July 2021**

**BVRIT Hyderabad College Of**

**Engineering For Women, Hyderabad ,India**

**Academic Projects:**

1. **International Withdrawal and refund Policy**  **January 2023 - April 2023**

Through our College Improvement Process project, we demonstrated our ability to apply essential business analyst skills to identify areas for improvement, gather requirements, analyze data, and engage stakeholders effectively. This experience allowed us to develop a deep understanding of the importance of continuous improvement and the value of aligning processes with the needs of international students.

* Conducted extensive research and engaged in detailed discussions with relevant stakeholders, including students, faculty, and administrative staff. Our goal was to gather comprehensive information about the existing policy, identify pain points, and understand the desired outcomes.
* Collected and analyzed relevant data pertaining to international withdrawals and refunds. This included evaluating historical trends, withdrawal reasons, refund processing times, and student feedback.
* To ensure the project's success, we facilitated meetings and interviews with key stakeholders, including international students, academic advisors, and analytics department of GBC. Through these interactions, we aimed to understand their perspectives, gather feedback, and incorporate their valuable insights into the proposed improvements.
* Based on our thorough analysis and stakeholder feedback, we developed a set of actionable recommendations to enhance the international withdrawal and refund policy.
* Devised a detailed implementation plan, outlining the steps required to execute the proposed improvements successfully.
* Finally, presented our findings, recommendations, and implementation plan to the college administration, faculty, and other relevant stakeholders. We created comprehensive documentation summarizing our project's objectives, methodologies, findings, and proposed improvements.

1. **Prediction of Hypothyroid disease April 2021 - June 2021 using Data Mining Techniques**

###### Developed a Data Mining project focused on developing a predictive model to determine the likelihood of a person being Hypothyroid positive. The project involved the creation of a user-friendly desktop application with a strong emphasis on achieving maximum accuracy while reducing costs.

###### Gathered a comprehensive dataset comprising relevant medical records, laboratory results, and patient information related to Hypothyroid disease. This involved extracting and organizing the data into a suitable format for analysis.

###### Performed exploratory data analysis to gain insights into the dataset, identify any missing or inconsistent values, and evaluate the relationships between different variables. This step was crucial in understanding the dataset's characteristics and guiding subsequent preprocessing steps.

###### Employed various feature selection techniques to identify the most relevant and informative features for predicting Hypothyroid disease. Trained and tested the model using appropriate evaluation metrics to assess its performance and fine-tuned the model parameters to optimize accuracy.

###### Designed and implemented a user-friendly desktop application to provide a seamless experience for users interacting with the predictive model. compiled a comprehensive report summarizing the project's objectives, methodologies, findings, and the overall impact of our predictive model.

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1. **Red Wine Quality prediction December 2020 - February 2021**

###### Machine Learning project focused on developing a predictive model to determine the quality of red wine. The project involved utilizing the Multiple Linear Regression method to predict wine quality, achieving an accuracy of 69%.

###### Gathered a comprehensive dataset. Performed data preprocessing steps to ensure the dataset's cleanliness and suitability for model training. This involved handling missing values, outlier detection, and transforming variables if necessary. The goal was to optimize the dataset for accurate model predictions.

###### Multiple Linear Regression method to build a predictive model based on the selected features. In this project, our Multiple Linear Regression model achieved an accuracy of 69%.

###### Documentation was maintained, encompassing the data collection process, preprocessing techniques, feature selection methods, model development methodologies, and comprehensive evaluation results. A comprehensive report was compiled, providing a concise summary.

**Certifications**

###### Bachelor’s Degree Information Technology

* IIBA Entry Certificate in Business Analysis (In progress)

###### Business English Certification Preliminary (BEC-P) by University of Cambridge

###### Problem Solving Workshop by CodeChef at VEDIC, Bengaluru

###### Programming For Everybody(Getting started with python) an online non-credit course authorized by University of Michigan offered through Coursera

###### Cyber Security and Malware Analysis

**Interests**

* Baking, Swimming, Badminton.
* Reading Novels and articles.