

Ronald Balza

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Summary

Results-driven Data Analyst with extensive experience in transforming raw data into actionable insights and strategies. Proficient in Microsoft Power BI, SQL, and data storytelling, with a proven track record of enhancing operational efficiency and business performance. Seeking to leverage expertise in a dynamic organization to drive impactful change and innovation.

Skills

Data Analysis & Visualization: Microsoft Power BI, Power Query, DAX, SQL, Excel

Data Management: SharePoint, Azure Data Factory, Azure SQL Server, Azure Services

Methodologies: Agile, Project Planning, Data Storytelling

Soft Skills: Stakeholder Collaboration, Reporting & Governance, Process Improvement

Experience

Power BI Analyst

TOA Global Remote Inc. (Navigate Advisors – Australian client, accounting firm)

Clark Pampanga, Philippines (WFH)

April 2021 – Present

- Improved operational efficiency by 20% through comprehensive monthly operational summaries using Power BI, Power Query, SQL, SharePoint, and Excel.
- Developed dynamic dashboards and visualizations to interpret key business performance metrics, including income statements, profit & loss, balance sheets, cash flow, customer analysis, and sales.
- Led the implementation of data models and visualizations using Power BI, PowerApps, and related technologies, streamlining data analysis processes.
- Enhanced business outcomes with descriptive, predictive, and prescriptive models through data warehousing and analytics solutions.
- Guided commercial and reporting analysts on governance and best practices, ensuring efficient data management and reporting procedures.
- Collaborated with stakeholders to understand business needs, creating customized reports and visualizations.

HR Document Controller

Al Makamin Recruitment / Al Mansoor Enterprises (Adnoc Refining)

Abu Dhabi, United Arab Emirates

April 2015 – March 2020

- Increased data accuracy and efficiency by 30% through the revamp of HR dashboards using Power BI, PowerPoint, and Excel.
- Provided comprehensive HR administrative support, managing documentation and data entry into the HR SAP System.
- Streamlined onboarding processes and ensured compliance with organizational standards.
- Conducted monthly audits to maintain document integrity and compliance with project standards.

Admin Assistant

Doosan Heavy Industries and Construction

Abu Dhabi, United Arab Emirates

November 2013 – March 2015

- Provided administrative support to the Site Manager, including calendar management and travel arrangements.
- Enhanced financial reporting accuracy through advanced Excel and VBA, streamlining reconciliation processes.
- Managed petty cash reimbursements and ensured accurate reconciliation using crystal report systems.

Site Coordinator / Admin Assistant

Alliance Project Services – Prime Projects International (Fluor Corporation)

Kabul, Afghanistan

May 2010 – April 2012

- Acted as a liaison between the company and clients, facilitating efficient site management.
- Organized new hire orientations and provided guidance on HR policies and procedures.
- Maintained accurate time-sheet records and facilitated payroll data transfer for salary distribution.

Education

Bachelor of Science in Information Systems

Technological University of the Philippines (Expected Graduation: October 2024)

Associate in Computer Systems Design and Programming

AMA Computer Learning Center (2014)

Certifications

Microsoft Certified Fabric Analytics Engineer Associate

June 2024

Credential ID: AAF30688B20DCD39

Microsoft Certified Power BI Data Analyst Associate

March 2024



Microsoft Certified Azure Data Fundamentals

January 2023

Trainings

- **IT Management Fundamentals 101** - MST Connect (January 2024)
- **Communication Management 101** - MST Connect (January 2024)
- **Project Management and Leadership 101** - MST Connect (October 2023)
- **Budget and Forecasting in Business Accounting** - MST Connect (July 2023)
- **Emerging Leaders - Ab2 Institute** (May 2023)
- **Google Data Analytics** – Coursera (February 2022)
- **Customer Service Excellence** – Institute of Management (September 2019)
- **Various Microsoft Training** – Microsoft (December 2021 ~ Present)