

Vraj Shah

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Hiring Team

Nova Scotia Power

Subject: Application for **Co-op Data Analyst**

Dear Hiring Team,

I am excited to apply for the Co-op Data Analyst position at Nova Scotia Power. With a strong foundation in **SQL, Power BI, Tableau, and data analytics**, along with my academic background in **Applied Computer Science at Dalhousie University**, I am eager to contribute to your **Procurement Analytics team**. My experience in **data visualization, process optimization, and business intelligence** makes me well-suited for this role.

During my tenure as a **Software Engineer at Simform Solutions**, I designed and deployed **interactive Power BI dashboards**, reducing manual reporting efforts by 60%. I also optimized **SQL queries** to enhance data retrieval performance by 30%, ensuring **real-time, data-driven decision-making**. My hands-on experience in **data transformation, quality assessment, and analytics reporting** aligns well with the role's responsibilities, particularly in **conducting data analysis and developing dashboards**.

At Dalhousie University, I have further honed my **data management and warehousing skills**, focusing on **business analytics and process improvement**. My coursework and projects have reinforced my ability to work with **large datasets, derive insights, and support strategic business initiatives**. I am highly proficient in **Excel (Pivot Tables, VLOOKUP), Power BI, and Tableau**, and I excel at presenting complex data in a clear and actionable manner.

Beyond technical skills, I am a **proactive problem-solver with strong communication and collaboration abilities**. I thrive in environments that encourage **continuous improvement and analytical thinking**, and I am confident that my adaptability and analytical mindset will allow me to add value to Nova Scotia Power's procurement operations.

I am eager for the opportunity to contribute to your team and would welcome the chance to discuss how my skills and experience align with your needs. Thank you for your time and consideration. I look forward to your response.

Sincerely,

Vraj Shah