

# NAJWAN SEYYAD

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- Portfolio: [najwan's-portfolio](#)

## Profile Info

Data Analyst with 2+ years of experience in Insurance Data Analysis and Business Intelligence, skilled in transforming complex datasets into actionable insights. Proficient in SQL, Excel, and Power BI to create interactive dashboards and reports supporting strategic decisions. Experienced in data validation, quality checks, and end-to-end reporting processes, collaborating with cross-functional teams and stakeholders to ensure timely delivery and alignment with business goals. Focused on leveraging data to drive efficiency, improve processes, and support business performance.

## Education

DEC 2017 - AUG 2022

**Bachelor's Degree in Statistics and Operations Research | University of Peradeniya | Kandy | Sri Lanka.**

## Certificates

AUG 2022 - PRESENT

- Python for Data Science and AI Development | IBM | 2023
- Data Visualization with Python | IBM | 2023
- Data Analysis with Python | IBM | 2023
- Excel Basics for Data Analysis | IBM | 2023
- Data Visualization and Dashboards with Excel and Cognos | IBM | 2023
- Databases and SQL for Data Science with Python | IBM | 2023
- R Programming | John Hopkins University | 2023

## Experience

FEB 2023 – MAR 2025

**Data Analyst | Fair First Insurance Limited | Union Place, Colombo, Sri Lanka.**

- Gather and document data requirements from insurance teams to support reporting and analytics.
- Translate business needs into functional specifications and data models for insurance datasets.

- Track project deliverables and collaborate in meetings to ensure timely execution of data-related tasks.
- Write SQL queries and use Excel/Power Query to extract, clean, and organize data from multiple sources.
- Analyze claims, policy, and customer data to identify trends, patterns, and actionable insights.
- Develop interactive dashboards and reports using Power BI and Excel to support decision-making.
- Conduct data quality checks to detect discrepancies, improve data accuracy, and ensure reliable reporting.
- Support SIT/UAT by preparing test cases, validating results, and documenting issues before system launch.

MAR 2025 – PRESENT

Data Consultant | Freelance

- Interacted with clients to understand their business goals and data needs.
- Support the creation of data models, queries, dashboards, and reports using Power BI, Excel, and SQL.
- Extract, clean, and organize data from multiple sources for analysis.
- Assist in identifying trends and insights to help clients make data-driven decisions.
- Perform basic data quality checks and suggest improvements to ensure accuracy.
- Help clients test dashboards and reports before delivery, documenting feedback and making minor adjustments.
- Manage project timelines, deliverables, and communication with clients under guidance.

## **Skills**

- Data Visualization – Power BI, Tableau
- Data Cleaning and Manipulation – SQL, Excel, Power Query
- Data Validation & Testing – SIT, UAT, discrepancy identification, quality assurance
- Business Collaboration – Requirement gathering, cross-functional alignment
- Process Improvement – Streamlining reporting processes, data-driven decision support

## **Soft Skills**

- Problem Solving
- Critical Thinking
- Data Storytelling
- Precision Under Pressure
- Project Management
- Stakeholder Communication
- Attention to Detail