SUMAYYA. K. A

DATA ANALYST | BUSINESS ANALYST | POWER BI DEVELOPER

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⭕ github.com/sumayyashajahan

PROFESSIONAL SUMMARY

Dynamic and results-driven professional with 8 years of experience spanning administrative management and data analysis, including 4 years specializing in data-driven projects and analytics. Proven expertise in leveraging tools like Power BI, Python, SQL and Excel to extract insights, optimize workflows and support strategic decision-making. Adept at leading cross-functional teams, improving operational efficiency, and solving complex problems with a data-first approach. Recognized for adaptability, precision and a commitment to delivering impactful results in fast-paced environments.

WORK EXPERIENCE

ADMINISTRATIVE HEAD CUM DATA ANALYST,　　　　　　　　　　　03/2021 – 03/2025
ELECTRONICS DEPARTMENT, VARMA'S, KOTHAMANGALAM, INDIA　　　　　　　　INDIA
- Led cross-functional initiatives across R&D, Manufacturing, Service Centre and Route Service, driving operational efficiency and strategic improvements.
- Managed workforce scheduling, resource allocation and onboarding workflows, reducing integration time by 30% and improving interdepartmental coordination.
- Analyzed performance data using Power BI and Excel, identifying trends in complaints, response times and technician productivity to enhance service quality.
- Created interactive dashboards and reports for real-time insights, enabling informed decision-making for department heads.
- Conducted supplier pricing analysis, achieving a 10% cost reduction in manufacturing procurement.
- Prepared reports for stakeholders and facilitated data-driven meetings to support continuous operational improvement.

FREELANCER, *RWS PLATFORM*　　　　　　　　　　　　　　　　11/2024 – 03/2025
- Annotated and labeled text in images using OCR tools for Meta Al's OCR Annotation Project.
- Conducted human evaluations to assess semantic similarity in multilingual and English sentence pairs for MT Benchmark XSTS projects.
- Supported Al model training and calibration through high-quality linguistic analysis and data labeling.

ADMINISTRATIVE ASSISTANT, *ARABI ENERTECH KSC, KUWAIT*　　　　08/2016 – 12/2020
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　KUWAIT
- Oversaw daily administrative operations, maintained accurate records and ensured efficient communication and correspondence handling.
- Supported project execution by monitoring timelines, preparing reports, analyzing data and creating presentations for stakeholder engagement.
- Streamlined office procedures and coordinated across departments to improve workflow, productivity and cross-functional collaboration.

ASSISTANT PROFESSOR, *ELECTRONICS & COMMUNICATION ENGINEERING DEPARTMENT, JAWAHARLAL COLLEGE OF ENGINEERING, KERALA, INDIA*

05/2011 – 02/2012
INDIA

Delivered lectures, conducted labs, mentored students in core ECE subjects and organized academic events, workshops, and curriculum enhancements to boost student engagement and learning outcomes.

EDUCATION

M. TECH IN APPLIED ELECTRONICS, *Karunya University | Coimbatore*

06/2009 – 05/2011
India

8.2 CGPA | First Class with Distinction

BACHELOR'S DEGREE IN ELECTRONICS & COMMUNICATION ENGINEERING (AMIE)

06/2005 – 06/2009
India

Institution of Engineers (India)
8.1 CGPA

TECHNICAL & ANALYTICAL SKILLS

Programming & Data visualizing tools
Python (NumPy, Pandas, Matplotlib, Seaborn), Power BI, Tableau, SQL (MySQL, MSSQL, PostgreSQL), Excel (PivotTables, VLOOKUP), MS Office

Machine learning & Al tools
Scikit-learn, basic ML model development, familiarity with Al tools like ChatGPT, Copilot and Google Bard for productivity, automation and insights

Data & Business Analysis
ETL, data modeling, KPI tracking, DAX, Power Query, dashboard creation, statistical analysis and business reporting across HR, sales and operations

Soft Skills & Strengths
Analytical thinking, adaptability, attention to detail, strong work ethic, leadership, stakeholder communication, technical writing, and cross-functional coordination

Process Skills
Workflow automation, process optimization, and data-driven decision-making

LANGUAGES

English • Malayalam • Hindi • Tamil

ACHIEVEMENTS

All India First Rank (Institution Prize) in AMIE Section B (Electronics & Communication Engineering), *INSTITUTION OF ENGINEERS (INDIA)*
Received the award at the IEI Convocation held in Hyderabad on 31st October 2010.

All India Ladies First Rank (Suman Sharma Award) in AMIE Section A, *INSTITUTION OF ENGINEERS (INDIA)*
Received the award at the IEI Convocation held in Kolkata on 8th November 2008.

Associate Member of the Institution of Engineers India (AMIE)

PROJECTS

Service Centre Performance Dashboard
Built a Power BI dashboard analysing 2 years of service centre data (complaints, technician productivity, delays), which reduced complaint resolution time by 18% and improved service efficiency.

Procurement Cost Optimization
Used Excel and Power BI to evaluate supplier pricing data, leading to a 10% cost reduction in manufacturing procurement.

Project Report
Submitted a research report to ICT Academy of Kerala titled "Prediction of High Potential Archers by Physical Fitness Indicators."

Mini Project
Completed a mini project on "Health Insurance Cross-Sell Prediction" in the Finance & Insurance domain at ICT Academy of Kerala.

Completed many guided & independent projects using Excel, SQL & Power BI in HR, Healthcare, Sales & Finance domain.

CERTIFICATIONS

MICROSOFT POWER BI DATA ANALYST PROFESSIONAL CERTIFICATE
Coursera | 2025

1 million Prompters |2025
Certificate from the 1 million Prompters Initiative by the Dubai Future Foundation

CERTIFIED SPECIALIST IN DATA SCIENCE & ANALYTICS
ICT Academy of Kerala (100% scholarship from K-DISC) | 2022

AI/DATA SCIENCE INTERNSHIP
Pantech.ai ⬈ | 2024

REMOTE INTERNSHIP, TCS ION
HR Salary Dashboard - Train the Dataset and Predict Salary | 2022

LinkedIn learning courses |2022
•Python quick start
•Statics foundation: the basics
•Tableau essential training

PERSONAL DETAILS

Gender : Female
Date of Birth : 13/08/1987
Passport No : V1852626
Date of Expiry : 21/06/2031
Visa Status : UAE Resident (Spouse - Sponsored)

DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge and I take full responsibility for its accuracy.

SUMAYYA.K.A