

SUMAYYA K A

DATA ANALYST/ BUSINESS ANALYST

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EDUCATION

M. TECH IN APPLIED ELECTRONICS |2011|8.2 CGPA

- Karunya University,
Coimbatore, India

BACHELOR'S DEGREE IN ELECTRONICS & COMMUNICATION ENGINEERING (AMIE) |2009|8.1 CGPA

- Institution of Engineers, India

CERTIFICATIONS

■ CERTIFIED SPECIALIST IN DATA SCIENCE & ANALYTICS |2022

- ICT Academy of Kerala
(100% scholarship from
K-DISC)

■ REMOTE INTERNSHIP, TCS ION|2022

- HR Salary Dashboard -
Train the Dataset and
Predict Salary.

● AI/DATA SCIENCE INTERNSHIP |2024

- Pantech.ai

PROFESSIONAL SUMMARY

Versatile professional with over 8 years of expertise in administration, data analysis, and AI-driven projects. Strong background in administrative management, with proficiency in Power BI, Python, SQL, and Excel for data visualization and data-driven decision-making. Proven ability to streamline operations, enhance efficiency, and lead cross-functional teams. Recognized for problem-solving, adaptability, and consistently delivering high-quality results.

WORK EXPERIENCE

ADMINISTRATIVE HEAD CUM DATA ANALYST | March 2021 – March 2025 ELECTRONICS DEPARTMENT, VARMA'S, KOTHAMANGALAM, INDIA

KEY RESPONSIBILITIES

- Coordinated daily administrative tasks including work scheduling, filing, and managing office supplies across R&D, Manufacturing, Service Centre, and Route Service departments.
- Oversaw all departmental correspondence and phone interactions.
- Compiled and edited reports for accurate internal and external communication.
- Streamlined employee onboarding procedures for improved integration efficiency.
- Facilitated company meetings and coordination.
- Analysed Service Centre and Route Service department data using Power BI and Excel to evaluate performance and complaint ratios.
- Generated analytical insights by tracking data trends across departments.
- Optimized product manufacturing costs through effective evaluation of supplier pricing.

FREELANCER | November 2024 – Present RWS PLATFORM

KEY RESPONSIBILITIES

- Project 1
 - Meta AI OCR Annotation (Batch 4)
 - Marked and labelled text in images using OCR tools.

DATA VISUALIZATION TOOLS & PROGRAMMING SKILLS

- Python
- Tableau
- Power BI
- SQL: MSSQL, MySQL, PostgreSQL
- MS Office (Word, Excel, PowerPoint, Outlook)

PROFESSIONAL SKILLS

- Administrative & Office Management
- Technical & Engineering Expertise
- AI & Machine Learning Projects
- Project Coordination & Leadership
- Problem-Solving & Critical Thinking
- Database & File Management
- Report Compilation & Documentation
- Process Optimization & Workflow Improvement
- Statistical Data Interpretation
- Research & Technical Writing

PERSONAL STRENGTHS

- **ANALYTICAL THINKING**– Strong ability to analyse data, identify patterns, and develop effective solutions.
- **ADAPTABILITY**– Easily adapts to new technologies, tools, and work environments.
- **ATTENTION TO DETAIL** – Ensures accuracy and precision in data analysis, documentation, and reporting.
- **STRONG WORK ETHIC**– Dedicated, responsible, and sincere in professional responsibilities.
- **LEADERSHIP**– Capable of leading teams while fostering a collaborative work environment.

• Project 2

- META AI Infra - MT Benchmark XSTS Evaluation
- Conducted human evaluations for assessing semantic similarity in sentence pairs.

• Project 3

- MT Benchmark XSTS Evaluation EN Calibration
- Conducted human evaluations for assessing semantic similarity in English sentence pairs.

ADMINISTRATIVE ASSISTANT | August 2016 – December 2020

ARABI ENERTECH KSC, KUWAIT

KEY RESPONSIBILITIES

- Managed daily administrative operations, ensuring efficient handling of correspondence and communication.
- Maintained accurate, well-organized company records for quick accessibility and compliance.
- Assisted in developing compelling presentations to support key stakeholder engagements.
- Monitored project timelines, milestones, and deliverables to ensure smooth execution.
- Streamlined office procedures to enhance operational efficiency and productivity.
- Coordinated with multiple departments to facilitate seamless workflow and collaboration.
- Provided support in report preparation, data analysis, and documentation for decision-making.

ASSISTANT PROFESSOR | May 2011 – February 2012

JAWAHARLAL COLLEGE OF ENGINEERING & TECHNOLOGY, KERALA, INDIA

KEY RESPONSIBILITIES

- Delivered lectures and facilitated laboratory sessions as an Assistant Professor in the Electronics & Communication department.
- Provided academic leadership and mentorship, supporting ECE students in their learning journey.
- Designed and implemented course materials to enhance student understanding of core ECE concepts.
- Supervised student projects, research work, and hands-on experiments in laboratory settings.
- Evaluated student performance through assessments, feedback, and personalized guidance.
- Collaborated with faculty members to improve curriculum design and teaching methodologies.
- Organized workshops, seminars, and technical sessions to enhance student engagement and skill development.

PROJECTS

- **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.
- Practiced many guided & unguided projects using **Excel, SQL & Power BI** in HR, Sales & Finance domain.

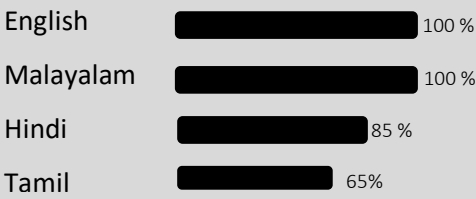
PERSONAL DETAILS

Gender : Female
Date of Birth : 13/08/1987
Nationality : Indian
Marital Status : Married
Driving licence: India

PASSPORT DETAILS

Passport No : V1852626
Date of Expiry : 21/06/2031

LANGUAGES



INTERESTS


Songs


Travelling

WORKSHOPS

- **Data Analytics using Power BI" – Hands-on, end-to-end project workshop organized by Techtip24.**
- **"Data Analysis using AI" – Conducted by Skill Nation.**
- Earned a certificate from the **1 million Prompters** Initiative by the Dubai Future Foundation.
- Completed **LinkedIn learning courses** Python quick start, Statics foundation: the basics, Tableau essential training.

ACHIEVEMENTS

- Achieved **All India First Rank** (Institution Prize) in AMIE Section B (**Electronics & Communication Engineering**) in 2009 and received the award at the IEI Convocation in Hyderabad on 31st October 2010.
- Secured **All India Ladies First Rank** (Suman Sharma Award) in AMIE Section A in 2007 and received the award at the IEI Convocation in Kolkata on 8th November 2008.
- Associate **Member of the Institution of Engineers** (India) (AMIE).
- Consistently performed well in scholarship examinations (National Talent Holy Faith Examinations) in 1998, 1999, and 2000.
- Won multiple awards in sports and arts competitions at the school level.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SUMAYYA K A