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

- Led cross-functional administrative and data initiatives across R&D, Manufacturing, Service Centre, and Route Service departments, driving process improvements and strategic decision-making.
- Managed end-to-end administrative operations including workforce scheduling, resource allocation, and interdepartmental coordination, significantly improving workflow efficiency.
- Designed and implemented streamlined onboarding workflows, reducing new employee integration time by 30%.
- Leveraged Power BI and Excel to analyze departmental performance data, identifying trends in customer complaints, response times, and technician productivity, which enhanced service quality.
- Created interactive dashboards and reports providing real-time insights to department heads, facilitating informed decisions.
- Prepared detailed reports for internal and external stakeholders, promoting data transparency and alignment.
- Conducted supplier pricing analysis leading to a 10% reduction in manufacturing procurement costs.
- Facilitated cross-departmental meetings, combining administrative oversight with data insights to support continuous operational improvements.

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.

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