TAHIYA RAHMAN

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Professional Encapsulation:

Versatile professional leveraging data precision and organizational acuity to streamline business operations and decision-making. Proven ability to transform fragmented information into actionable workflows, supporting teams across industries, including healthcare, finance, and technology.

Work Experience:

Moderna, Business Development Representative, Commercial Operations & Data Engineering[Sep 24- Jan 25]

- **Data Validation Compliance:** Validated provider and clinical data at multiple levels by identifying and resolving duplicates, amount mismatches, anomalies, and outliers to ensure accuracy and meet regulatory standards.
- **Data Integration Engineering:** Supported customer onboarding by resolving integration issues across SAP, CAP, and UPS systems, applying rule-based logic, maintaining SharePoint updates, and aligning workflows for seamless data operations.
- **Master Data Issue Resolution:** Handled master data discrepancies through ticketing systems focused on pricing, contracts, and affiliations, using Excel-based reconciliation to ensure consistency.
- **Reporting Structure:** Created and managed Power BI dashboards to support organized order management and deliver structured, actionable insights for business operations.

Eco-suite: Dell Boomi, SAP CAP, Tableau, Calibra, McKesson, Smartsheet, QuickBooks, SharePoint, Excel.

BASF, Business System Analyst, Global Sustainable Agriculture & Business Operations [Jan 24-Jun 24]

- **System Migration Support:** Harmonized documentation and testing workflows during system migration projects by coordinating quality checks in batch processing, validating data entries, and streamlining cross-departmental communication to ensure seamless transitions.
- **Data Validation:** Improved address and client record accuracy by validating geographic and contact information with Excel VLOOKUPs and PivotTables, reducing errors and enhancing stakeholder communication.
- **Audit & Data Operations Oversight:** Ensured audit readiness and data integrity by maintaining structured documentation and executing high-volume, 99.9% accurate data entry across BASF systems.
- **Reporting:** Delivered weekly Power BI insights, organized SharePoint reports, and enhanced cross-functional collaboration on analytics initiatives.

Eco-suite: Azure Data Lake, Ags Data Management, E-Biz, KNIME, Tableau, Power BI, SharePoint, Excel.

Bread Financial, Business Development Representative, Enterprise Risk Management [Jan 23-Sep 23]

- **Financial Issue Resolution:** Schemed strategies for identifying recurring issues in financial records and contributed to documentation improvements that enhanced response times and regulatory reporting accuracy.
- **Bank Reconciliation:** Furnished bank reconciliation support for risk documentation initiatives and system transitions by organizing large data sets and helping ensure internal tracking accuracy.
- **Task Tracking:** Upheld and updated task-tracking tools and documentation workflows to facilitate timely risk-related reporting and enhance team coordination.

Eco-suite: MicroStrategy, Databricks, Salesforce, Email Automation, ServiceNow, Fiserv, Excel, Word.

NSTEM, Junior Business Data Analyst, Data Analytics & Reporting [Jan 22- Dec 22]

- **Performance Optimization:** Championed A/B testing to optimize performance, maintained documentation on key performance trends, and supported leadership in decision-making.
- **Insight Management:** Maneuvered performance reporting by updating insights from marketing and Cornerstone LMS, ensuring timely delivery and maintaining centralized documentation.
- **Analytics Troubleshooting:** Collaborated with the IT and development teams to troubleshoot issues in the Google Analytics 4 (GA4) account, specifically related to the merchandise site's payment gateway, ensuring accurate tracking and smooth customer transactions.

Eco-suite: Cornerstone LMS, SEO, Google Analytics, A/B Testing, Trello, Miro, Jira, Alteryx.

Technical Aptitude:

Organizational Skills:
File Management, Data Cleaning and validation, Quality Control, Proofreading, Case Management, and reconciliation.

Lakehouse: Salesforce, SAP, Dataiku, Google Analytics

Databases: MySQL, Oracle
Plotting: Tableau, Power BI, Looker

Data Management:
Project & Time Management: Miro, Jira, Asana, Trello, Agile.

Transferable Skills:
Sales Management, B-2-B Professional, Data Entry Automation, Spreadsheet Automation, Process Documentation, Reporting/Dashboarding, Inventory Management, Workflow Optimization, Time Series Forecasting, Recommendation engines, REST API, Apps & Integration.

Education:

Integrated MS & BS in Data Science & Analytics | Western Governors University

BBA in Digital Marketing & Technologies | North South University

A.A.S. Degree in Data Science & Programming Support Services | Wake Technical College

Expert Domain:

AWS Certified Data Analytics
Object-oriented Process Mining
Azure Data Engineer
Dataiku Core Designer
Tableau Data Analyst
KNIME Certified
Excel Professional IKM