

# Muhammad Usman Sajid

Assistant Manager | Data Analyst | Business Intelligence Expert

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## Professional Summary

Results-driven Data & Business Intelligence professional skilled in data analysis, BI reporting, and project delivery. Expert in **Microsoft Power BI**, **SQL** and **Excel** with proven ability to design data models, build interactive dashboards, automate reporting, and enable data-driven decisions. Experienced in process improvement, team leadership, training/onboarding and stakeholder engagement.

## Core Skills & Technical Proficiencies

- **Data Analysis & Visualization:** Microsoft Power BI (DAX, Data Modeling, Visualization), Advanced Excel (Pivot Tables, VBA, Advanced Formulas), Python for Data Analytics
- **Database Management & ETL:** SQL (Querying, Data Extraction, Reporting), Data Cleaning & Transformation
- **Business Intelligence & Reporting:** KPI/Dashboard Development, Performance Tracking, Financial & Market Data Management, Strategic Reporting
- **Project & Stakeholder Management:** Process Improvement, Workflow Automation, Client & Stakeholder Management, Operational Efficiency
- **Leadership & Development:** Team Leadership & Mentoring, Talent Profiling & Succession Planning, Training & Onboarding, Resource Allocation

## Professional Experience

### S&P Global (Market Intelligence)

#### Assistant Manager | 2021 – Present

- **Designed and managed** a comprehensive suite of **Power BI dashboards** and analytical databases to track critical business metrics, including **analyst KPIs** (quantity, quality), **workflow efficiency** (timeliness, coverage), and **error reduction/savings**.
- Engineered **multiple Excel-based SQL databases** to streamline reporting and facilitate rapid, data-driven action planning for operational teams across various functions.
- Directed talent profiling and succession planning initiatives, aligning team capabilities with long-term organizational objectives and improving talent retention.
- Led process improvement project **enhanced team productivity by 15%** and contributed to significant cost savings through workflow automation and error reduction.
- Optimized resource allocation and performance targets, fostering a high-performance culture and motivating teams to exceed key metrics.

## Team Leader | 2008 – 2020

- Managed the end-to-end data collection and validation process for listed companies, ensuring **99% accuracy and on-time delivery** of critical financial data.
- Pioneered training programs on data integrity and system efficiency, reducing data errors by **20%** and accelerating the onboarding process for new hires by **30%**.
- Implemented robust data management and audit strategies, enhancing the reliability and compliance of corporate financial data.

## Lead Data Analyst | 2006 – 2007

- Oversaw the collection and management of financial, market, and corporate data, ensuring adherence to global industry standards (e.g., GAAP, IFRS).
- Executed rigorous data auditing and maintenance protocols, improving the quality and accessibility of data for a portfolio of covered companies.

## Key Projects

- **Organizational Skills & Capability Dashboard** (Power BI) - Developed an interactive HR dashboard mapping 22 core competencies across the organization, enabling leadership to visualize skill distribution by proficiency level.
- **Local Deliveries Performance Dashboard** (Power BI) - Created a comprehensive logistics dashboard to track delivery performance, visualize **MoM growth of 12%**, and analyze trends by client and temperature requirements, leading to optimized route planning.
- **Weekly Sales Performance Dashboard** (Power BI) - Built a dynamic sales tracking dashboard featuring **YoY growth analysis** and store/department rankings, providing the sales team with actionable insights for low-performing regions.
- **Missing Target Performance Dashboard** (Excel) - Designed a diagnostic dashboard to instantly highlight individuals and departments missing performance targets, enabling management to implement timely corrective actions.
- **Employee Productivity & Attendance Tracker** (Power BI) - Engineered an automated tracker to monitor productivity, attendance, and overtime, providing HR with clear insights that reduced unplanned overtime by **10%** and improved workforce planning.
- **E-Commerce Sales & Customer Analytics Dashboard** (Excel) - Developed an interactive Power BI dashboard to analyze sales trends, customer behavior, and product performance. Identified key growth patterns and customer preferences.

## Education & Certifications

- **MBA – Telecom Management** | International Islamic University | 2005
- **BBA – IT Management (Hons)** | International Islamic University | 2004
- **Data Analytics Bootcamp Certificate** | Atomcamp | 2025
  - Mastered advanced data analytics techniques, proficient in **Advanced Excel, SQL, Power BI, GIS, and Python for Data Analytics.**

## Additional Information

- **Languages:** English (Fluent), Urdu (Fluent)
- **References:** Available upon request