

Muhammad Usman Sajid

Assistant Manager | Data Analyst | Business Intelligence Expert

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Professional Summary

Results-driven data and business intelligence professional with extensive experience in project management, data analysis, and technology solutions. Adept at leveraging Microsoft Power BI, SQL, and Excel to drive data-driven decision-making, streamline operations, and enhance business performance. Passionate about optimizing processes, mentoring teams, and fostering a collaborative work environment.

Core Competencies

- Data Analysis & Visualization (Power BI, Excel, SQL)
- Project Management & Process Improvement
- Business Intelligence & Reporting
- Team Leadership & Succession Planning
- Financial & Market Data Management
- Talent Profiling & Career Development
- Client & Stakeholder Management
- Training & Onboarding

Education

MBA – Telecom Management | International Islamic University | 2005

BBA – IT Management (Hons) | International Islamic University | 2004

Technical Skills

- **Microsoft Power BI** (DAX, Data Modeling, Visualization)
- **Microsoft Excel** (Pivot Tables, VBA, Advanced Formulas)
- **SQL** (Queries, Data Extraction, Reporting)
- **Data Cleaning & Transformation**
- **Process Automation & Workflow Optimization**

Professional Experience

S&P Global (Market Intelligence)

Assistant Manager | 2021 – Present

- Developing and managing the Power BI '**Productivity DB**' for performance tracking, workforce optimization, and business insights.
- Designed and implemented **Excel-based SQL databases** for quick action planning and decision-making.
- Managed **talent profiling, career progression, and succession planning**, aligning team capabilities with organizational objectives.
- Spearheaded operational efficiency projects, resulting in **enhanced productivity and cost reduction**.
- Provided leadership in **resource allocation, target achievement, and employee motivation**, ensuring peak performance.

Team Leader | 2008 – 2020

- Managed end-to-end data collection, validation, and analysis for listed companies, ensuring **timely and accurate financial data reporting**.
- Led training initiatives to enhance **data integrity, system efficiency, and workflow automation**.
- Implemented **corporate and financial data management strategies**, improving accuracy and audit processes.
- Conducted **new hire training** to accelerate onboarding and boost team proficiency.

Lead Data Analyst | 2006 – 2007

- Oversaw **financial, market, and corporate data collection**, ensuring compliance with industry standards.
- Executed data tagging, auditing, and maintenance for covered companies.
- Developed in-depth expertise in **financial analysis, reporting tools, and business intelligence functions**.

Languages

- **English** (Fluent)
- **Urdu** (Fluent)

References

Available upon request