

# Yousuf Hoda

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## SUMMARY OF QUALIFICATIONS

- Superior time-management, multi-tasking and organizational skills demonstrated through ability to follow instructions in fast-paced environments
- Excellent interpersonal and communication skills that can be expressed both verbally and in writing
- Experience using creative and analytical skills to solve problems and create business solutions and strategies
- Experience collaborating with diverse and multidisciplinary teams and building strong relationships
- Experience working in a dynamic environment with deadlines and changing client needs
- Strong knowledge of different information technology disciplines
- Passion for consulting and problem solving
- **Technical Skills:** Microsoft Office (Excel, Word, PowerPoint), Python (Pandas, NumPy, Matplotlib), SQL, SAP, LucidChart, UML, BPMN.io, ArchiMate, SharePoint

## EDUCATION

**Toronto Metropolitan University (formerly Ryerson University)** - *Business Technology Management Co-op (BComm)* Sept 2020 - Apr 2025

- **Key Courses:** Systems Analysis and Design, Data and Information Management, IT Infrastructure, Information Systems Security and Privacy, Enterprise Architecture, Business Intelligence and Analytics, Cloud Computing
- **Bootcamps Completed:** Power of Excel: Business Fundamentals

## WORK EXPERIENCE

**Siemens Gamesa Renewable Energy S.A, Oakville** – *Financial Analyst (Co-Op Student)* May 2023 – Aug 2023

- Creating reports and conducting financial analysis, leveraging knowledge of Excel tools such as VLOOKUP and Pivot tables to clean up files and present them in an appealing and straightforward manner
- Creating purchase orders with SAP using careful attention to detail
- Work cohesively with finance team members and other organizational teams and individuals
- Use time management skills to create and submit reports efficiently and on time

**CIBC Mellon, Toronto** – *Portfolio Operations Administrator (Co-Op Student)* May 2022 - Dec 2022

- Prepared daily cash projections using Excel (VLOOKUP) and W360 to send out to clients for daily reporting
- Ensured correct and timely post-execution reporting of all portfolio cash management spreadsheets
- Follow up with sub-advisor clients on any issues and create clear solutions for them
- Communicate and collaborate with team members and other organizational members to solve problems

**Fiat Chrysler Automobiles, Etobicoke** - *COVID-19 Screener* Jul 2020 - Dec 2021

- Ensure adherence to COVID-19 safety protocols by conducting regular screening of over 130 employees, enforcing hand sanitization, and facilitating the distribution of masks
- Maintaining the flow of the entrance in order to avoid crowding, done by enforcing an organized line to be created rather than employees gathering in a bunch
- Greeting over 130 employees and guests per day in a polite and respectful manner

**ACI Brands, Oakville** - *Finance Co-Op Student* Jul 2019 - Aug 2019

- Utilized attention to detail to accurately verify and enter invoices and credits in the ERP system
- Reconciled 4-5 customer accounts and resolved discrepancies by going over the customers' credits and invoices and fixing any mistakes
- Performed ad-hoc duties including filing, organizing, and mail distribution