

# Zohair Omar

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**Role-Specific Portfolio:** zohairomar.netlify.app/for/city-of-calgary/automation-student

## Summary

Computer Science student with hands-on experience reviewing and documenting business processes targeted for automation, building and testing **RPA/automation workflows**, and communicating results to technical and non-technical stakeholders. Proficient in **Power Automate, SharePoint, SQL, Excel, and Office 365 (Outlook, Word, PowerPoint)** with strong documentation habits (SOPs, meeting notes, status reporting) and a track record of delivering reliable work under deadlines. Collaborative and feedback-driven, with an analytical approach to problem solving, a focus on accuracy, and strong professionalism around confidentiality and reliability.

## Technical Skills

**Automation & Platforms:** Power Automate, SharePoint, **RPA/automation workflows**, Azure AD (OAuth2), Microsoft Graph API

**Process & Quality:** Process documentation, SOPs, **UAT**, test documentation, workflow tracking, documentation repositories

**Analytics & Reporting:** Excel (Pivot Tables, VLOOKUP, Charts), Power BI, SQL, Pandas, NumPy

**Collaboration & Delivery:** Outlook, Word, PowerPoint, Agile (Scrum), Git, CI/CD (GitHub Actions)

## Education

**Bachelor of Science, Computer Science & Mathematics (Minor in Economics)** Expected April 2027  
University of Calgary, Alberta

**Bachelor of Science, Computer Science** Sep 2022 – Sep 2024  
University of British Columbia, Vancouver

## Experience

**Enactus UCalgary – WealthPath** Jul 2025 – Present  
*Front-End Development Lead; Word, PowerPoint, React, TypeScript, Tailwind CSS* Calgary, AB

- Led a 4-person team and facilitated 2–3 Scrum meetings per week; tracked action items, priorities, and deadlines with strong personal accountability.
- Coordinated with the back-end team to define API contracts and resolve integration issues, improving delivery by **1–2 sprints**.
- Produced stakeholder-ready updates using **Outlook, Word, and PowerPoint**, communicating progress and impact metrics clearly to non-technical partners and incorporating feedback.
- Supported **UAT-style acceptance checks** for releases and maintained documentation repositories (meeting notes, decisions, and status logs) to keep work transparent and easy to hand off.

**TechNova** Feb 2025 – Present  
*Co-Founder & VP Technical; React, JavaScript, Python, SQL, Git* Calgary, AB

- Built full-stack websites and dashboards for clubs using React, Python, and SQL; improved usability and information access for **100+ users**.
- Supported process documentation and meeting preparation by creating structured notes, action-item tracking, and stakeholder-facing summaries in **Excel/PowerPoint**.
- Researched implementation & documented recommendations to support team decisions under changing priorities.

**Agrius IT** May 2024 – Jul 2024  
*Software Developer Intern; Python, SQL, Word, Excel* Abu Dhabi, UAE

- Developed and debugged backend features using **Python** and **SQL**, improving reliability and supporting secure system operations.
- Documented workflows and contributed to internal **SOPs** for issue resolution and system operations using **Office 365 (Word, Excel)** with strong attention to detail.
- Facilitated cross-functional troubleshooting and delivered feature updates, resolving **three** critical system bottlenecks ahead of schedule.

## Projects

**Production Analytics & Forecasting Dashboard** – Python, Streamlit, **Power Automate**, Azure AD, Microsoft Graph API, SharePoint

- Built an analytics dashboard with KPI tracking (MoM/YoY) plus rolling-origin backtesting using MAE, RMSE, MAPE, and WAPE.
- Integrated SharePoint file I/O via Azure AD (OAuth2) and Microsoft Graph API; designed and tested an **automation workflow (RPA-style)** in **Power Automate** for weekly report distribution with scope-based failure notification.

**Oil & Gas Asset Integrity Dashboard** – Power BI, SQL Server, SharePoint

- Built a Power BI solution tracking integrity KPIs and compliance signals; modeled **24 months** of data with Power Query and DAX.
- Created role-based views and trend summaries to support consistent reporting and documentation of operational metrics.