Zohair Omar

zohairomar@gmail.com | linkedin.com/in/zohairomar | github.com/zohairomar1
Role-Specific Portfolio: zohairomar.netlify.app/for/city-of-calgary/pmis-student

Summary

4th year Computer Science student experienced in supporting multi-stakeholder IT initiatives through requirements gathering, documentation, training materials, status reporting, and structured project delivery. Proficient in **Microsoft Office (Outlook, Word, Excel, PowerPoint)**, **Power BI**, and **Microsoft Project Server Professional**. Known for translating technical deliverables into operational terms, supporting change/transition activities, and producing clear, audience-specific project documentation under tight timelines.

Technical Skills

Project & Delivery: Microsoft Project Server Professional, Agile (Scrum), status reporting, documentation repositories

Training & Change: learning solutions, onboarding guides, rollout communications, transition/handover documentation

Analysis: feasibility-style assessments, cost–benefit / effort–impact tradeoffs, risk and adoption considerations

Reporting & Analysis Tools: Power BI, Excel (Pivot Tables, VLOOKUP, Charts), SQL

Collaboration & Communication: Outlook, Word, PowerPoint, stakeholder updates, meeting facilitation

Automation & Platforms: Power Automate, SharePoint, Azure AD (OAuth2), Microsoft Graph API

Dev Tools: 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; Outlook, Word, PowerPoint, React, TypeScript, GitHub Actions — Calgary, AB

- Led a 4-person team and facilitated 2–3 Scrum meetings weekly; translated project deliverables into clear action items, timelines, and stakeholder-ready updates.
- Facilitated partner discussions to confirm scope and objectives, track issues, and drive resolution through clear owners and timelines.
- Prepared and delivered progress updates and recommendations using **Word/PowerPoint**, communicating metrics and changes clearly to non-technical stakeholders.
- Maintained documentation repositories (decisions, meeting notes, status logs) to support transition, onboarding, and consistent execution.

TechNova — Feb 2025 – Present
Co-Founder & VP Technical; Power BI, Excel, PowerPoint, React, Python, SQL, Git — Calgary, AB

- Identified client needs by gathering requirements and clarifying workflows with stakeholders; documented scope and expectations into actionable deliverables.
- Built **Power BI dashboards** and structured reports to track KPIs and communicate outcomes to non-technical audiences; improved access to information for **100+ users**.
- Led development of business-specific learning materials (how-to guides, onboarding docs, walkthroughs) and supported rollout/change adoption across **100+ users** by standardizing workflows.
- Conducted feasibility-style assessments (effort, impact, risks, and adoption considerations) and documented recommendations to support implementation decisions.

Agrius IT — May 2024 – Jul 2024
Software Developer Intern; Microsoft Project Server Professional, Outlook, Word, Excel, Python, SQL — Abu Dhabi, UAE

- Supported project planning and execution using **Microsoft Project Server Professional**, tracking tasks, dependencies, and status to keep delivery on schedule.
- Prepared project and technology documentation (SOPs, workflow notes, status summaries) and maintained version-controlled records for audit-ready reporting.
- Facilitated cross-functional issue resolution and communicated progress through structured updates; resolved **three** critical system bottlenecks ahead of schedule.
- Developed and debugged backend features using **Python** and **SQL**, strengthening reliability and supporting secure system operations.

Projects

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

- Integrated SharePoint file I/O via Azure AD (OAuth2) and Microsoft Graph API; designed and tested a **Power Automate** workflow for weekly report distribution with failure notification.

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

- Built a Power BI solution tracking integrity KPIs and modeled **24 months** of data with Power Query and DAX for consistent reporting.