

# SHOAIB AKTHAR SHAIK

DATA ANALYST — Data Analysis, Visualization, & Reporting Automation

✉ [shaikshoaib13251@gmail.com](mailto:shaikshoaib13251@gmail.com) ☎ +1 (226)-975-2748 📍 Ontario in [LinkedIn](#)

## SKILLS

- **Data Analysis & Visualization:** Proficient in SQL, Python (Pandas, NumPy), Power BI, Tableau, EDA.
- **Project Coordination & Execution:** Project scheduling, tracking, resource allocation, risk mitigation.
- **Testing & Quality Assurance:** Test case design, functional and regression testing, UAT, defect tracking.
- **Project Management Tools:** JIRA, Trello, Asana, MS Project, ClickUp, Confluence for task tracking.
- **Methodologies & Frameworks:** Agile, Scrum, Kanban, Waterfall, sprint planning, daily stand-ups.

## WORK EXPERIENCE

### Data Analyst

February 2022 – June 2023

*Qualitest India Private Limited*

*India*

- Developed and implemented configured Excel-based analytical models, reducing manual tracking time by 40% overall while improving accuracy, enabling daily, weekly, and monthly inbound/outbound revenue reporting.
- Reconciled financial accounts across receivables, payables, and general ledger systems, ensuring 100% data integrity and reducing month-end discrepancies by 30% through rigorous validation and cross-checking methods.
- Engineered SQL and Python (Pandas) ETL pipelines for data cleansing, transformation, standardizing workflows, reducing validation time by 30%, and increasing overall dataset reliability and analytical quality by 15%.
- Conducted stakeholder workshops to define KPIs and reporting metrics, documenting requirements in JIRA, Confluence platforms, delivered deployed Power BI dashboards aligned with operational, strategic objectives.
- Executed analytics-driven process improvement initiatives on vendor payments, dispute resolution, and reducing unresolved cases by 40% and enhancing operational efficiency with optimized exception reporting frameworks.

### Business Analyst - Coop

September 2021 – February 2022

*Qualitest India Private Limited*

*India*

- Analyzed complex client datasets using SQL queries and Power BI visualizations, identifying anomalies, and achieving 95% data accuracy while improving reporting speed and stakeholder decision making effectiveness.
- Translated stakeholder interviews into measurable KPIs, interactive dashboards, and SQL/Power BI reports, reducing manual support requests by 30% and enhancing automated reporting adoption across client operations.
- Managed analytics for high-value client accounts, developing performance reports, predictive data models, and visualizations, contributing to a 20% increase in revenue retention through data-driven insights, trend analysis.
- Converted client feedback into 25+ prioritized user stories in JIRA, leveraging 90% adoption metrics, 95% NPS scores, and workflow tracking to align development roadmap with business objectives and operational KPIs.
- Collaborated with cross-functional teams in Agile workflows, delivering rapid turnaround solutions, retaining business accounts, implementing iterative improvements to optimize client onboarding and reporting efficiency.

## PROJECT EXPERIENCE

### XGRIP Sales and Profit Analytics Executive Dashboard

March 2023 – June 2023

*Personal Project, Ontario*

[Link](#)

- Consolidated and integrated datasets from PostgreSQL, MySQL, Excel, CSV, and PDF formats using Power Query, enabling 100% seamless multi source data analysis and improving reporting efficiency by 35% overall.
- Standardized multi currency sales data to USD with exchange rate transformation, merging COGS and discount information, improving reporting accuracy by 98% for strategic decision-making across 50+ product lines.
- Developed interactive multi-page Power BI dashboards with light/dark modes, drillthrough buttons, slicers, and custom panes, enhancing end-user analysis capabilities and reducing manual report generation time by 40%.
- Configured automated Power BI data refresh with gateway scheduling, implemented Row-Level Security (RLS) for 90% role based access control, and improving operational insights and analytical efficiency by 30% overall.

## EDUCATION

### MEng in Electrical & Computer Engineering

September 2023 – December 2024

*University of Windsor, Ontario*

### Bachelor of Electronics & Communication

June 2017 – June 2021

*Sastra University, India*

## CERTIFICATIONS

- **Power BI Data Analyst Associate – Microsoft**
- **Google Data Analytics Certificate**