RUBIA WAHAJ

BUSINESS ANALYST

Solutions-driven business analyst with experience leading cross-functional teams in the development, documentation and delivery of process innovations driving the attainment of business goals. Seek opportunities to transform company practices into fresh, cost-effective solutions leading to more efficient operations. Experienced professional with 2+ years' experience boosting warehouse profitability by 50% for a Fortune 100 e-commerce retailer.
Looking forward to work in a company/firm where my expertise can best be utilized.

CONTACTS

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SOFTWARES SKILLS:

- SPSS
- TABLEAU
- STATA
- SAS
- R

SKILLS

- Energetic and organize
- Strong Communication skills
- Quick Learner
- MSOffice Proficiency
- Presentation Skills
- Ability to work well under pressure.
- Problem-solving skills.
- Teamworking skills.
- Relevant technical knowledge.
- Good leadership skills.
- IT skills.
- Analytical skills.
- Multi -Tasking
- Great negotiation skills.
- Excellent judgement

EXPERIENCE

BUSINESS ANALYST (FREELANCER)   *June 2019 – Present*
WE CRUNCH– DUBAI, UAE

As a business analyst I am responsible for working interpreting and analysing the Data provided by various companies. My main tasks include performing detailed requirements analysis, documenting processes, forecasting about successive months and years. Preparing monthly, quarterly and yearly reports. Looking after sales and profit and introducing solutions to key problems in every departments.

Major accomplishments:
- Implemented forecast on various products and services of organisation using analytical software's like: Tableau, SPSS, Stata, R.
- Established good relations with clients by providing them best services.
- Launched 3 business units in 1 year increasing corporate clientele.
- Developed "Off-street Workshop" business unit as a networking tool to increase clientele & market presence.
- Utilized modern teaching methods such as e-learning and team learning.
- Improved the accuracy of budget forecasts.

BUSINESS ANALYST   *October2018 – Present*
EXPRESS DUSTERS – DUBAI, UAE

As a business analyst I was responsible for improving clientele working alongside other departments. Conducting qualitative and quantitative analysis on company's data. Forecasting the performance of company based on the data. My main tasks were performing detailed requirements analysis, documenting processes, and performing some user acceptance testing and introducing business solutions.

Major accomplishments:
- Implemented forecast on various products and services of organisation using analytical software's like: Tableau, SPSS, Stata, R.
- Established good relations with clients by providing them best services.
- Developed "Off-street Workshop" business unit as a networking tool to increase clientele & market presence.
- Utilized modern teaching methods such as e-learning and team learning.
- Improved the accuracy of budget forecasts.

BUSINESS ANALYST   *July 2016 – January 2018*
DARAZ– KARACHI, PAKISTAN

As a business analyst, I was responsible for working alongside other business analysts and report directly to the project manager. My main tasks were performing detailed requirements analysis, documenting processes, and performing some user acceptance testing. Looking after marketing and HR department and introducing solutions.

LANGUAGES

English

Urdu

Hindi

ACHIEVEMENTS

- 1st Position in HSSC II at Bahira college Karachi.
- Attended 2 days KATALAN LEADERSHIP workshop held at MIDDLESEX DUBAI.
- Student voice leader at Middlesex Dubai.
- Presented Research Paper in ERPBSS 2020 conference on:

"IMPACT OF DATA ANALYTICS ON INCREASING
THE SALES OF
E-COMMERCE BUSINESS IN UAE"

REFERENCES

Can be provided upon request.

Major accomplishments:

- Implemented forecast on various products and services of organisation using analytical software's like : Tableau, SPSS, Stata, R.
- Established good relations with clients by providing them best services.
- Developed "Off-street Workshop" business unit as a networking tool to increase clientele & market presence.
- Utilized modern teaching methods such as e-learning and team learning.
- Improved the accuracy of budget forecasts.

PRODUCTION ENGINEER   *June 2015 – June 2016*
DEWAN PETROLEUM – KARACHI, PAKISTAN

As a Production engineer I was responsible for handling budget and expenditures, ensuring project deadlines are met, analysis of the data found in charts, graphs, analysis of operational issues and installation of new equipment, providing team with technical support and training, checking equipment and doing preventative maintenance to ensure good working order, setting up quality-control procedures, looking after transportation of petroleum.

Major accomplishments:

- Design and develop new systems, processes, and equipment to ensure manufacturing is efficient and effective.
- Investigate and analyse problems and devise solutions that save money, time, and materials.
- Manage budgets and ensure project deadlines are adequately met according to standards and requirements.
- Implemented digital investigation tracking system, resulting in a 30 percent decrease in time spent on paperwork.
- Maximized productivity on the job by developing and implementing innovative production processes for new and existing products.

EDUCATION

MBA (BUSINESS ANALYTICS)   *January 2018 – Present*
MIDDLESEX UNIVERSITY DUBAI
Useful courses for the areas of study are:

Project, Marketing Management,
Leadership, Finance and Economics, Business Strategy, Data analytics, Advance Business Analytics.

PROJECT: *"IMPACT OF BIG DATA ANALYTICS IN INCREASING THE SALES OF*
E-COMMERCE INDUSTRY"

B.E (PETROLEUM ENGINEERING)   *January 2011 – March 2015*
NED UNIVERSITY

Useful courses for the areas of study are :

Fundamentals of Petroleum Engineering, Drilling Engineering, Reservoir Engineering, Production Engineering, Petrophysics, Geology, Geophysics, Calculus, Well-logging.

PROJECT: *"OPTIMAL WELL-PLANNING OF A CONVENTIONAL RESERVOIR"*