

SUFIYA ASHFAQUE ANSARI

Creative, Innovative & Enthusiastic

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📍 Mumbai

EXPERIENCE

Assistant Manager

Dentals Inc

📅 2019 - Ongoing 📍 Ottawa, Ontario

- Monitored employee performance and developed improvement plans.
- Set and enforced policies focused on increasing team productivity and strengthening operational efficiency.
- Managed opening and closing procedures and recommended changes to enhance efficiency of daily activities.
- Communicated with managers of other departments to maintain transparency.
- Onboarded new employees, including training, mentoring and new hire documentation.
- Assisted Manager in interview process of prospective employees and provided feedback.
- Provided weekly work schedules to employees to accommodate business demands and vacation requests.
- Reviewed sales and gross profit reports to determine options for increasing market growth.

Data Analyst

Dentals Inc

📅 2019 - 2019 📍 Ottawa, Ontario

- Coordinated statistical data analysis, design, and information flow.
- Produced monthly reports using advanced Excel spreadsheet functions.
- Corrected any data entry error to prevent later issues such as duplication or data degradation.
- Researched and resolved issues regarding integrity of data flow into databases.
- Created various Excel documents to assist with pulling metrics data and presenting them to give concise understanding of best placement for needed resources.

Knowledge Associate

Lumina Datamatics

📅 2018 - 2019 📍 Mumbai

Data Analyst Trainee

Lumina Datamatics

📅 2017 - 2018 📍 Mumbai

SUMMARY

Agile and adaptable team leader with stellar history, motivational approach and upbeat nature. Skilled in training employees and leveraging organized approaches to handle daily planning, scheduling and customer service requirements. Forward-thinking and industrious with diplomatic communication style focused on maximizing engagement and satisfaction.

EDUCATION

Bachelor of Engineering in Information Technology

M.H. Saboo Siddik Collage Of Engineering

📅 2012 - 2015 📍 Mumbai

Diploma in Information Technology

M.H.S.S Polytechnic

📅 2009 - 2012

Secondary School Certificate

Anjuman-I-Islam Kurla Girls High School

📅 2008 - 2009

LANGUAGES

English Proficient  **Hindi** Native 

Urdu Native 

INTERPERSONAL SKILLS

 Self Motivated, Focused and Dedicated

 Accept difficulties as challenges

SKILLS

Recruiting and interviewing

Project Management

Employee scheduling

Business administration

Operations management

Data collection and analysis

Sales growth

Technical Skills

Programming in C

C++

HTML

XML

Advance Java

SQL

Dot Net

Windows

Microsoft Office