

SYED FAZEEL SULTAN

Data Analyst

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Summary:

Detail-oriented and motivated data enthusiast, seeking a position as a Data Analyst to leverage skills in Python, SQL, Advanced Excel, Power BI, Tableau, and Looker. Eager to contribute to real-world projects, gain hands-on experience, and enhance proficiency in data analytics.

Professional Experience:

- Trained as **Data Analytics Intern** in **Full Stack Academy** from September 2023 – Present
- Worked as **OPT Technical Recruiter** in **Saxon Global Inc** from June 2021 – June 2023.

Hard Skills:

- ⇔ Programming Languages: Python (NumPy, Pandas, Matplot, Seaborn), SQL
- ⇔ Data Analysis: Advanced Excel (Pivot Tables, Macros, VBA, Vlookup, Hlookup, etc.)
- ⇔ Data Visualization Tools: Power BI, Tableau, Google Looker
- ⇔ Windows operating system 7,8,10 and 11.
- ⇔ MS office Tools – Word, Excel, Teams & PowerPoint.
- ⇔ Office Outlook Mail.
- ⇔ Used Job Diva & Ceipal Job Portals

Projects as Data Analytics Intern:

- **Titanic Ship Project**
Implemented a model to predict survival rates using the Titanic dataset. Utilized Python, Pandas, Numpy, Seaborn and data visualization libraries to analyze and visualize the data effectively.
- **Vrinda Store Project**
Played a pivotal role in the development of an e-commerce platform utilizing SQL technologies. Demonstrated proficiency in problem-solving, teamwork, and adaptability within an agile development environment.
- **House Price Project**
Led the analysis and visualization of house price data using Power BI, demonstrating proficiency in data visualization techniques and tools. Developed interactive dashboards and reports to present key insights on housing trends, pricing correlations, and geographical analyses.

Responsibilities and Duties as a Data Analytics Intern:

- Collaborated with a cross-functional team to analyze and interpret large datasets.
- Utilized Python and SQL to extract, clean, and manipulate data for analysis.
- Conducted exploratory data analysis to identify patterns, trends, and outliers.
- Applied Advanced Excel skills for data processing and validation, ensuring data accuracy.
- Developed interactive and insightful data visualizations using Power BI, Tableau, and Looker.
- Assisted in the creation of comprehensive reports and dashboards for key stakeholders.
- Contributed to data modeling efforts to support business reporting needs.
- Presented findings and insights to team members and stakeholders in a clear and concise manner.
- Participated in team discussions to enhance data-driven decision-making processes.

Responsibilities and Duties as a Technical Recruiter:

- Around 2 years of experience in Recruiting with US IT Staffing Companies.
- Involved in full cycle Recruitment involving sourcing, identifying, screening, and interviewing.
- Placing personnel in quick turnaround time in contract, contract with hire and permanent positions
- Extensive experience of Internet Recruiting for candidates and industry leads, pre-screening to quality potential candidates.
- Dealing with consultants on H1B, GC and CITIZEN, TN visa etc. Negotiating the rate/salary on Contract, Contract to hire, full time.
- Responsible for understanding and analyzing the requirements in different domain categories.
- Coordinating, Scheduling & Conducting Interviews.
- Expertise in sourcing candidates from job portals like Monster, Career builder, Dice, TechFetch, LinkedIn, Desi opt & Internal DB, social networking.
- Expertise in using ATS like Job Diva and Ceipal.
- Experience in hiring OPT & all other Visa candidates for training as well as on W2 for marketing.
- Sourcing university students for training using HandShake- Handshake is used to hire work-study and other on-campus employment positions. Students use Handshake as a primary tool to look for on-campus jobs; you have a larger reach than only posting to department pages.
- Attending inbound calls from various consultants (CPT, OPT, H1, GC & Citizens) for training program in IT for different skills we provide.
- Giving counselling to the candidates who need training in IT.
- Talking to the candidates and taking initial phone screening, understand their competencies & skill sets.
- Explaining, negotiating compensation packages, assessing relevant experience, education, skills, qualification to determine pay type/rate, relocation benefits for the consultants.
- Make sure to collect all the documents from OPTs and other visa status consultants.
- Following up with candidates on daily basis
- Posting ads in LinkedIn and other social networking sites.
- Calling to consultants (CPT, OPT's, H1, GC & Citizens) and explaining them about our Training program (Online or Guest house training)
- Interaction with students and identifying the right candidates through extensive use of Job portals, Employee Referrals and Personal network etc.
- Follow-up with the consultants who are interested in training.
- Regular interaction with the students for the immediate requirements.
- Converting the consultants who are looking for other training into our training program.
- Worked on the Mexican Citizens recruiting for our US clients.
- Sourcing Mexican citizens from LinkedIn and sponsoring TN Visa for the US clients' requirements.
- Acquiring Titulo and Cedula Documents of Mexican Citizens for the TN Visa Sponsorship process.
- Assisting Mexican citizens with connecting to our sales managers and market their profiles on bench.

Educational Qualifications:

- **Bachelor's Degree in ELECTRICAL AND ELECTRONIC ENGINEERING**
From JNTU University, Hyderabad, India

Soft Skills:

- Excellent communication and organization skills.
- Willingness to adopt any kind of environment & technology.
- Comprehensive problem-solving ability to deal diplomatically with people.