



# Sufiyan Shaikh

## Business Analyst

Solutions driven Business analyst with 4 years of experience in leading cross-functional teams in the documentation, development, and delivery of process innovations to driving the attainment of business goals. Seek opportunities to transform cost-effective solutions leading to more efficient business.

### Work Experience -

#### ❑ Catbus Infolabs (Blowhorn) – Mumbai (1<sup>st</sup> Jan 2018 To Present)

- Project 2 – Currently, working on the integration of **Online food delivery** and insuring smooth Hyperlocal SLA deliveries in Mumbai, Delhi NCR cities, Project launching by South Asia's largest hospitality company, The Indian Hotels (**IHCL**).
- Identified geofence serviceable areas and plotting/mapping of pin code aiming to serve multiple points coverage
- API integration: Slots feature, Hotel Divisions-Hubs, Call masking, Driver ratings
- Training and User acceptance testing (UAT) before releasing the product
- Riders Roster excel to improve operational efficiency and cost saving ~25%.
- Project 1 – A Project on “**Contract optimization**” across all cities PAN India to add enhanced visibility to the operations, sales and company executives at **Catbus Infolabs Pvt. Ltd.**
- Examined all contract prices based on historic data and optimized using SQL and excel tools to improve overall city (2x growth) margin.
- Impact: Resulted in over ~10% margin improvement across PAN India.
- **Analytics & Management Task** –
- WBR: Presenting reports using Metabase (Sql) and Excel data to understand the weekly internal department performance metrics
- Preparing compliance metrics, Process mapping activities & SOP
- Collections/Credit Policy: worked on unpaid invoice analysis and collected ~1.8Cr outstanding resolving MIS data queries of our key clients.
- Common Supply: Resulted in 50% of user efficiency distinct operations
- Revenue leakage analysis: Using Sql, Excel system data did complex analysis to identify loopholes, leakages from system outflow payments and recovered ~1Cr (10% Revenue) from the stakeholders.
- Daily PnL, Growth, Operations, Internal Audits, System deviations: CAPA

#### ❑ Trainee Engineer at Siemens Ltd. Mumbai (1<sup>st</sup> June To 31<sup>st</sup> Dec 2016)

- A Project on “**Cycle Time Reduction Bill of Materials through SAP**” in B.Tech final Year of academic year 2016-17.
- Identified important materials used, approved by the Quality department and automated SOP process using SAP-MM.
- Resulted in saving Training cost (~1L), Time(~2Hr) and avoid Manual intervention (human errors) to generate the Bill of materials (BOM)

#### ❑ Internship in Tata Monogi Motors, Nanded (1<sup>st</sup> May To 31<sup>st</sup> July 2014)

- A Project on “**Testing and Evaluation of Automotive Battery**” in Diploma in Mechanical Engineering in the academic year 2013-14
- Appeared performance behaviour of lithium battery which results ~20% good efficiency and increase in 10% of life span.

### Educational Qualifications -

- ❑ VJTI (Autonomous), Matunga, Mumbai (July 2014 To July 2017)
  - B.Tech in Production Engineering (CGPA 7.18/10)
- ❑ Government Polytechnic college (MSBTSE), Nanded (June - 2014)
  - Diploma in Mechanical Engineering (Pct. 73%)

### Personal Data

#### Address –

402, JSMS Hostel, 15 SVP Road, Wadi Bunder, Mumbai, (MH) – 400009

#### Phone No. –

+91 9764122532  
+91 8291946756

#### E-mail –

[vjtisufiyans@gmail.com](mailto:vjtisufiyans@gmail.com)

### Key Skills

- MS Office (Word, Excel and Power Point)
- Macros & Tableau Basic
- SQL & PL LRN
- SAP- MM Module
- Data Analysis/Vis.
- Google Analytics & UAT
- MSCIT, CS Skills (TCS)

### Technical Strength

- Requirement gathering
- Project management
- Tools (Jira, Notion, Asana)
- Supply chain Management
- Process Management (BPM)
- Operations & Analysis
- Logistics & Packaging
- Procurement/Dispatch
- Vendor Management

### Personal Strength

- Self-motivated
- Positive attitude
- Quick learner
- Decision Making
- Data Driven
- Leadership skill
- Dedicated & Responsible

### Curriculum

- Students Mobilization in **VJTI** college event groups
- Achieved 2<sup>nd</sup> rank in ACP sports at **Govt PC Nanded**
- Team leader of **NCC** Annual group (Ministry of Defense) at high school.

### Interests

Computer, Data Design, Process Planning & Strategic Management, Social work

### Languages

English, Hindi, Marathi, Urdu