

# NASEEB MANIKKOTHUMMAL

## Business Analyst

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## Objective

Dynamic Business Analyst with over 3 years of proven experience in administration, customer and operational support, project organization, and process optimization. Expert at gathering business requirements, analyzing complex datasets, and delivering actionable insights that drive strategic decisions. Skilled in managing stakeholders and coordinating projects, adeptly utilizing business intelligence tools to empower informed choices. A strong multitasker with a solid background in IT support, ensuring seamless technology integration within administrative operations to enhance efficiency.

## Experience

### Business Analyst

Global Eatery Solution

January 2024 – September 2024

- Analyzed market trends and competitor strategies, identifying growth opportunities to enhance profitability.
- Generated monthly sales reports with actionable insights for business optimization.
- Conducted financial analyses to identify cost-saving opportunities and improve efficiency.
- Led cross-functional teams to gather business requirements for strategic projects.

### IT Support Executive

Zopper (TATA Croma)

June 2021 – July 2022

- Provided technical support, resolving hardware and software issues.
- Managed system configurations, network setups, and installations.
- Documented support activities and procedures.
- Performed routine tasks like password resets, account setups, and system backups.

### Administrative Assistant

Efaas Electro Solutions

August 2019 – June 2021

- Managed scheduling, meeting coordination, and internal communications.
- Updated databases and ensured accurate record-keeping.
- Streamlined office processes to improve operational efficiency.
- Handled calls, emails, and customer inquiries for smooth department communication.

## Education

### University of Hyderabad

Master of Business Administration (MBA)

August 2022 – May 2024

- Earned a 7.72 GPA with a specialization in Marketing and Business Analytics.
- Completed coursework in Market Research, Strategic Management, Data Analysis, and Business Intelligence, applying these skills to real-world business problems.

### University of Calicut

Bachelor of Arts (BA) in Arabic

July 2016 – April 2019

- Earned an 8.25 GPA.
- Focused on Classical and Modern Arabic Literature, Linguistics, Translation Studies, and Arabic Language Pedagogy.

## Skills

- Administrative Support: Scheduling, Meeting Coordination, Office Operations
- Data Management: Database Maintenance, Reporting, Data Analysis
- Project Management: Strategic Planning, Task Prioritization, Deadline Management
- Customer Relationship Management (CRM): Handling Customer Inquiries, Feedback Management
- Advanced Excel: Pivot Tables, VLOOKUP, Data Modeling
- Business Intelligence Tools: Power BI, Data Visualization
- Communication: Strong Written and Verbal Communication Skills
- Technical Support: Troubleshooting, IT System Configuration, Device Setup
- Team Leadership & Collaboration: Project Coordination, Cross-Department Communication
- Operational Efficiency: Process Improvement, Workflow Optimization

## Achievements

**Research Project under Prof. GVRK Acharyulu,**  
University of Hyderabad  
January – April 2024

- Conducted research on "**AI-Induced Job Insecurity: Exploring the Influence of Organizational Support on Employees' Willingness to Upskill.**"
- Machine learning techniques and quantitative data analysis were applied to the study.

### Academic Paper Presentations

- Presented "**Exploring the Nexus between Artificial Intelligence and Student Creativity: A Supplementary Analysis**" at the National Seminar on Innovative Business Practices Towards Sustainable Development Goals (SDGs), Maulana Azad National Urdu University, March 2024.
- Presented an academic paper at "**Traversing Boundaries: Transnational Narratives,**" a three-day national seminar organized by the Department of English, Govt. Arts & Sciences College, Kozhikode, January 2018.

**World Summit Award Grand Jury Program Participant**  
T-Hub, Hyderabad | February 2024

- Participated in a dynamic group discussion on culture and heritage with industry leaders, including Ralph Simon, Ambika Khurana, Sandra Fazenda Almeida, and Manar Alhashash, collaborating with the **Digital Empowerment Foundation.**

### National Means-cum-Merit Scholar

- Recognized as a recipient of the prestigious National Means-cum-Merit Scholarship for academic excellence.

### District Level Typing Champion

- Awarded as the district-level champion in typing competitions, demonstrating exceptional typing speed and accuracy.

## Languages

- **English** (Fluent)
- **Arabic** (Fluent)
- **Hindi** (Proficient)
- **Urdu** (Fluent)
- **Malayalam** (Native)

## Leadership And Volunteering

### General Secretary

*Sunni Students Federation, University of Hyderabad*  
February 2023 – April 2024

- Led initiatives, managed events, and represented the student federation in various academic and extracurricular activities.

### Organizing Committee Member

*Second Uswathunnabi International Academic Conference*  
October 22, 2023 | Maulana Azad National Urdu University, Hyderabad

- Played a crucial role in coordinating logistics and managing conference activities.

### Organizing Committee Member

*National Conference on 'Islamic Sharia: A Contemporary Approach'*  
March 7, 2019 | Madeenathunnoor College of Islamic Science, Kozhikode

- Assisted in organizing the event and facilitated discussions on contemporary Islamic thought.

### Volunteer

*Markaz United Youth Summit Model United Nations*  
October 19-21, 2018 | Markaz Knowledge City, Kozhikode

- Volunteered in event coordination and assisted with delegate support during the MUN summit.

## Certifications

- *Accenture UK Introduction to Accenture Virtual Experience Program - Sep 2023*
- *SQL for Data Science, University of California, Davis- August 2023*
- *Agile Methodology Virtual Experience Program, Cognizant - March 2023*
- *Digital Skills: Re-imagine Your Career, Accenture - Feb 2023*
- *Exploratory Data Analysis, Coursera Project Network - July 2020*
- *Technical Support Fundamentals, Google - July 2020*
- *Initiating and Planning Projects, University of California, Irvine - July 2020*