

Umair Jawaid

110- 180 Ulster Street, Winnipeg, Manitoba R3T WL3

Phone: 431-777-3927 Email: umairbaqar@yahoo.com

LinkedIn: <https://www.linkedin.com/in/umairjaw/>

GitHub: <https://umairbaqar.github.io/BI/>

Analyst

Detail-oriented and analytical professional with over 14 years of experience in business and program administration, business analysis, sales and marketing management. Skilled at transforming administrative complexity into efficient workflows and actionable insights. I am currently working in Manitoba Agriculture's Client Services and Program Administration Branch, with hands-on experience in government program administration and client services. Experienced in administrative analysis, reporting, data modeling, contract administration, and the use of business intelligence and analytics tools to drive operational efficiency and informed decision-making.

Core Competencies

- Data & Business Analysis
- Financial & Budget Management
- Program & Account Administration
- Government Policies & Compliance
- Client Relations & Communication
- Agreement & Document Administration
- Reporting & Dashboard Development
- Process Improvement & Workflow Optimization
- Sales and Marketing Management
- Digital Transformation and Business Automation

Technical Proficiencies with Tools & Platforms:

Business Administration- SAP, Microsoft 365 including Office Suite, Power BI, SharePoint, Adobe etc.

Accounting- Zoho Books, Quick Books etc.

Sales and Digital Marketing - Canva, Google Ads, Google Analytics, Facebook Advert, Yoast Seo, WordPress, Optimize Press, Active Campaign, MailChimp, Click Funnels and Zapier etc.

Certifications

- Google Digital Garage: *Fundamentals of Digital Marketing*
- LinkedIn Skill Badges: *Google Analytics, Microsoft Excel*
- HubSpot Academy: *SEO Certificate*
- SEMrush Academy: *Content Marketing Fundamentals*
- In Progress: *Microsoft Power BI Data Analyst Certificate*

Skill Summary

Administrative and Analytical Skills

- End-to-end experience in database administration, data extraction and transformation, data modeling, data visualization and report generation (Microsoft Access and Microsoft Excel).
- Proficient in preparing financial documents and reports such as monthly activity summaries, profit and loss statements, balance sheets, and cash flow forecasts.
- Familiarity with financial metrics, budgeting, variance analysis, and project cost-tracking.
- Experienced in contract administration, tracking performance indicators, and preparing agreement

documentation and related reporting.

- Skilled in processing and reviewing financial claims for accuracy and compliance with policy guidelines.

Communication Skills

- Proficient in preparing detailed documentation for contracts and program administration, translating technical policy into client-appropriate correspondence.
- Strong interpersonal abilities to communicate effectively in team environments and client interactions, both written and verbal.
- Experience in coordinating grants, agreements, and client outreach in alignment with administrative timelines.
- Public speaking and stakeholder engagement experience with sound knowledge of policies, government regulations, and client service protocol.

Managerial Skills

- Capable of independent decision-making on complex administrative functions; skilled in guiding and mentoring peers.
- Strong time management abilities, balancing multiple tasks while upholding deadlines and policy standards.
- Experience in implementing process improvements and system optimizations.
- Advanced user of Microsoft Excel with the ability to design dynamic tracking spreadsheets for administrative coordination, progress tracking and reporting.

Work Experience

Program Administration Clerk

March 2023 – Present

Government of Manitoba – Winnipeg, Canada

June 2022 – March 2023

Assistant Department Manager (PC Express)

Loblaw Companies Limited – Winnipeg, Canada

Personal Shopper

May 2022 – June 2022

Loblaw Companies Limited – Winnipeg, Canada

Sales and Marketing Manager

June 2010 – March 2022

Maxen Engineering Group – Karachi, Pakistan

Education and Training

Certificate in Business Analysis

December 2023 – June 2026 (Expected)

Red River College Polytechnic – Winnipeg, Canada

Master of Business Administration (Industrial Management)

2013

Institute of Business Management – Karachi, Pakistan

Bachelor of Business Administration (Marketing & MIS)

2010

Institute of Business Administration – Karachi, Pakistan

