

MOHD FAIZ KHAN

4+ years building BI dashboards and reporting systems that help leadership manage operations for organizations of 300+ employees and 20,000+ students.

📍 Dubai, UAE | 📞 +971 56 824 3901 | ✉️ mkhan123faiz@gmail.com | 🔗 [linkedin.com/in/mohd-faiz-khan-7801b5143](https://www.linkedin.com/in/mohd-faiz-khan-7801b5143)

SUMMARY

Data Analyst / Business Intelligence professional with 4+ years of experience turning complex operational data into executive-ready dashboards and reporting systems. Skilled in SQL Server, Power BI, Tableau, REST APIs, and enterprise system integration, with a track record of automating manual reporting, improving data accuracy, and enabling faster, data-driven decisions for stakeholders across HR, Finance, and Executive Leadership. Now seeking to bring this experience into a corporate Data Analyst role in Dubai.

Core Competencies: *Data Analysis | Business Intelligence | Data Visualization | ETL | Data Warehousing | SQL Development | Dashboard Development | Stakeholder Management | Process Automation*

PROFESSIONAL EXPERIENCE

System Analyst (Data Analytics, BI & Reporting) Feb 2024 – Present
American International University (AIU), Kuwait (Remote since May 2024)

- Developed 10+ Power BI and Tableau dashboards supporting HR, Admissions, Registrar, Finance, Student Success, Events, Canvas LMS, and Executive Leadership.
- Designed SQL queries, stored procedures, and reporting solutions supporting 300+ employees, 3,000+ students.
- Automated institutional reporting using SQL Server, REST APIs, Banner ERP, and Canvas LMS, significantly reducing manual reporting effort.
- Built executive dashboards for operational planning, KPI monitoring, and institutional decision-making across multiple university departments.
- Performed data validation, cleansing, and quality assurance to ensure reporting accuracy and consistency.
- Collaborated with cross-functional stakeholders to translate business requirements into analytical dashboards and reporting solutions.

Assistant Manager – ERP Feb 2023 - Feb 2024
School of Inspired Leadership (SOIL)

- Developed admissions and operational dashboards supporting 1,000+ students, 100+ staff members, and multiple enterprise applications.
- Analyzed organizational data to improve reporting accuracy and business decision-making.
- Collaborated with stakeholders to gather reporting requirements and deliver analytical solutions.
- Automated recurring reports, reducing manual reporting effort and improving operational efficiency.
- Managed system data integrity through validation and quality assurance.
- Supported executive reporting for admissions and institutional operations.

Associate – Learning Operations (Reporting & Analytics) Jan 2022 - Jan 2023
Sunstone Education Technology Pvt. Ltd.

- Supported learning operations for 20,000+ students across 15 campuses using enterprise learning applications.
- Developed executive dashboards and operational reports to monitor campus performance, learner engagement, and course effectiveness.
- Collected, validated, and analyzed institutional data supporting leadership decision-making.
- Automated reporting processes using SQL and Microsoft Excel to improve operational efficiency.
- Performed data cleansing and quality assurance across enterprise learning systems.
- Collaborated within a 6-member operations team supporting large-scale educational technology platforms.

CERTIFICATIONS

- Power BI Data Analyst Associate (PL-300) — In Progress
- Azure Data Fundamentals (DP-900) — In Progress

SKILLS

Data Analysis & BI

- SQL
- Power BI (DAX, Power Query)
- Tableau
- Microsoft Excel (Pivot Tables, VLOOKUP/XLOOKUP)
- Data Cleaning
- Data Validation
- KPI Reporting
- Dashboard Development
- Business Intelligence

Database

- SQL Server, Oracle (professional experience)
- My SQL (practice/self-study)
- Joins
- Stored Procedures
- Data Modeling

Enterprise Systems

- Canvas Data
- Ellucian Banner ERP
- SharePoint
- REST APIs

EDUCATION

Executive PG Certificate in Data Science – IIIT Bangalore

Aug 2025 - Present

Bachelor of Technology (Electrical Engineering)

Aug 2015 - May 2019

National Institute of Technology (NIT) Agartala, CGPA: 8.27 / 10

Higher Secondary (Class XII)

90.6%

Secondary School (Class X)

73.67%

PROFESSIONAL ACHIEVEMENTS

- Developed institutional analytics dashboards used by executive leadership.
- Automated reporting processes using SQL Server, Power BI, Tableau, and REST APIs.
- Improved reporting efficiency through system integration and automation.
- Built dashboards supporting admissions, HR, finance, attendance, and academic operations.
- Delivered analytical insights supporting student success and institutional planning.
- Collaborated across multiple academic departments to improve data-driven decision making.

Languages:

- English – Professional Proficiency
- Hindi – Native Proficiency