Syed Minhaj Habib

Data Analyst

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Experienced **Shift Supervisor** with over 11 years of expertise in team leadership, project coordination, and data management. Proficient in Microsoft Office tools, particularly Excel, with advanced skills in data analysis, pivot tables, and formula creation. Skilled in CMD and PowerShell scripting, leveraging AI to develop efficient solutions. Adept at training and mentoring team members, optimizing processes, and delivering results that exceed expectations. Known for strong analytical skills, effective communication, and a commitment to excellence in every task.

Skills

- Team Leadership and Supervision
- Data Management and Accuracy
- Microsoft Office Specialist (MOS Word Certified)
- Advanced Microsoft Excel (Data Analysis, Formulas, Pivot Tables)
- Command Prompt (CMD) and PowerShell Scripting (AI-Assisted Development)
- Analytical and Mathematical Skills
- Effective Communication
- Project Coordination
- Training and Mentorship
- Time Management and Organization

Work History

Jun 2013 - Current

Shift Supervisor

Basecamp Data, Hyderabad

- Ensured smooth operations during peak hours by effectively managing resources and staff allocation.
- Maintained detailed reports and logs for internal auditing and performance evaluations.
- Ensured data accuracy and efficiency in project management systems.
- Managed and guided a team to achieve performance targets and maintain high-quality standards.
- Provided training and mentorship to team members, enhancing productivity and morale.

Education

Mar 2018

Bachelor of Science: B.Com: Commerce / B.Sc: Mathematics

University of Sindh - Hyderabad, Sindh, Pakistan

Languages

Urdu , English: Native language

Urdu

Intermediate (B1)

Certifications

Sep 2025 MOS Word

RND

- Conducted research and development in training AI programs to improve automation and efficiency in various processes.
- Worked on DVR systems, optimizing configurations and enhancing performance for seamless operation.
- Explored and implemented innovative solutions in CMD and PowerShell scripting to streamline workflows and solve complex challenges.
- Leveraged advanced Excel techniques to analyze and visualize data for R&D purposes.
- Collaborated with teams to test and deploy AI-driven solutions, ensuring compatibility and effectiveness in practical applications.