MEHEDI HASAN

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PROFESSIONAL SUMMARY

Business Insights & Analytics graduate with experience in data analysis, business operations, process improvement, and reporting automation. Previously worked with the Ontario Public Service, developing Power BI dashboards, automating data-processing workflows, and collaborating with stakeholders to address operational challenges. Brings nearly a decade of entrepreneurial experience managing retail operations, analyzing business performance, and leading teams of up to 15 employees. Experienced with Power BI, Excel, Dynamics 365, and reporting automation, with a strong foundation in analytical problem-solving, requirements gathering, and business process improvement.

CORE SKILLS & TOOLS

BUSINESS & OPERATIONAL ANALYSIS: Business Requirements Gathering, Stakeholder Consultation, Process Improvement, KPI Development, Root-Cause Analysis, Operational Reporting, Business Performance Analysis

DATA ANALYTICS & BUSINESS INTELLIGENCE: Power BI, Power Query, Microsoft Excel, PivotTables, Data Visualization, Dashboard Development, Data Validation, Data Reconciliation, SQL, Python

SYSTEMS & AUTOMATION: Microsoft Dynamics 365, Dataverse, Power Automate, AI Builder, SharePoint, ETL, Data Mapping, Workflow Testing, Technical Documentation

BUSINESS MANAGEMENT & COMMUNICATION: Inventory Analysis, Financial Reporting, Project Coordination, Cross-Functional Collaboration, Stakeholder Presentations, Problem-Solving, Team Leadership

PROJECT MANAGEMENT & PROCESS IMPROVEMENT: Project Planning, Requirements Documentation, Process Mapping, Workflow Analysis, Project Scheduling, Task Prioritization, Issue Resolution, Continuous Improvement

PROFESSIONAL EXPERIENCE

Data Analyst Assistant

May 2025 – Aug 2025

Ontario Public Service (OPS) - Ministry of Natural Resources (MNR) (Peterborough, ON, Canada)

- Supported MFTIP and CLTIP program operations through data analysis, reporting, data validation, systems investigation, and process improvement.
- Developed interactive Power BI dashboards connected to Dynamics 365 and Dataverse to monitor submissions, application statuses, and regional performance indicators.
- Designed and tested an automated workflow using Power Automate and AI Builder to extract structured information from 400+ municipal PDF documents with varying formats.
- Collaborated with ministry staff, managers, and IT personnel to gather business requirements, investigate data discrepancies, and develop reporting and automation solutions.
- Tested and refined automated workflows, investigated inconsistent outputs, and documented technical processes to support system reliability and ongoing maintenance.
- Presented analytical findings, dashboards, and automation solutions to ministry management, communicating technical concepts and operational benefits.

Career Support Peer

Sep 2024 – Apr 2025 & Sep 2025 – Dec 2025

Humber Polytechnic – Advising & Career Services (Toronto, ON, Canada)

- Provided individualized career guidance to 160+ students, addressing questions, explaining processes, and adapting communication to diverse needs.
- Reviewed professional documents and supported career preparation activities, demonstrating attention to detail, client service, and professional communication.
- Collaborated with colleagues to coordinate appointments, support campus events, maintain service records, and manage competing priorities.

ANALYTICS PROJECTS

Business Intelligence & Operational Analysis – Restaurant Analytics Dec 2025

Humber Polytechnic (Capstone)

- Developed the initial solution framework for an end-to-end business intelligence system integrating restaurant POS, workforce, payroll, and staff performance data to replace fragmented manual reporting.
- Contributed to building and validating a Python-based ETL pipeline and star-schema data model incorporating sales, labour, and historical pay-rate information.
- Supported the development of interactive Power BI dashboards and DAX measures analyzing sales performance, labour efficiency, staff productivity, and operational KPIs.
- Prepared the final analytical report and presentation, consolidating technical documentation, data-quality findings, and business recommendations.

ENTREPRENEURIAL EXPERIENCE

Founder & Operations Lead Dec 2014 – Apr 2024

Knock – Pop Culture Brand | knock.com.bd | facebook.com/knockbd (Dhaka, Bangladesh)

- Founded and grew a specialty retail and e-commerce business serving 1,500+ monthly customers and generating peak annual revenue exceeding BDT 6 million.
- Analyzed sales performance, product demand, pricing, inventory movement, and operating expenses to inform purchasing and business decisions.
- Managed operational reporting, transaction reconciliation, inventory controls, and supplier coordination to improve record accuracy and support efficient operations.
- Recruited, trained, and supervised teams of up to 15 employees while overseeing daily operations and identifying opportunities for process improvement.

Co-Founder & Marketing Lead Aug 2017 – May 2019

Arena – Café & Lounge (Dhaka, Bangladesh)

- Supported planning, coordination, and operational activities for a 25+ person hospitality operation.
- Analyzed sales and inventory information to support staffing, purchasing, and operational decisions.
- Coordinated marketing and promotional activities to strengthen brand awareness, attract customers, and support business growth.
- Evaluated customer preferences, promotional performance, and sales trends to support marketing decisions and identify opportunities for operational improvement.

EDUCATION

Humber Polytechnic **(Toronto, ON, Canada)**

*Business Insights & Analytics (Postgraduate Certificate***)** May 2024 – Dec 2025

Graduated with Honours – Dean's Honour Roll | **Cumulative Average: 88.3%**

***Relevant coursework**: Business Intelligence, Data Governance, SQL, Predictive Analytics, Project Management*

University of Windsor **(Windsor, ON, Canada)**

B.A.Sc. Mechanical Engineering Sep 2010 – Aug 2014

PROFESSIONAL DEVELOPMENT & ACHIEVEMENTS

Microsoft Power BI: Dashboard in a Day Mar 2025

Excel: Using Solver for Decision Analysis Feb 2025

Campus Changemakers Hackathon – 3rd Place Nov 2024