

**Hassan Shahid**

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**Professional Summary**

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Highly Motivated and technically skilled Economics graduate with a Minor in Management, combining administrative expertise with advanced data analysis and reporting. Skilled in workflow automation, dashboard design, and statistical tools to improve accuracy and support data-driven decisions. Proven ability to coordinate tasks across departments in fast-paced environments. Dean’s Honour List recipient, demonstrating precision, organization, and consistency. Proficient in Excel, Power BI, SQL, Python, RStudio, and IBM SPSS.

**Education**

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**Bachelor of Arts in Economics**, Minor in Management Sept 2021- Oct 2025  
University of Manitoba, **Major GPA: 3.9/4.5 (87%)** Winnipeg, MB  
**Dean’s Honour List 2024**  
**Relevant Coursework:** Data Software for Business, Introduction to Project Management, Marketing Research, Digital Marketing, Economics of the Financial System, Supply Chain Business Process.

**Core Competencies**

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**Administrative & Analytical Skills**

- End-to-end office coordination, documentation, and workflow management.
- Confidential record handling, scheduling, and task prioritization under pressure.
- Data-driven decision-making and critical analysis to improve efficiency.
- Strong attention to detail with ability to spot errors and optimize processes.

**Communication & Collaboration**

- Strong written and verbal communication for cross-functional collaboration.
- Ability to convey information clearly and professionally.
- Ability to work independently, prioritize tasks, and maintain confidentiality.

**Work Experience**

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**Administrative Assistant** Sept 2024 – May 2025  
Grand Mega Tourism Hybrid – Dubai, UAE

- Supported daily operations including scheduling, itinerary preparation, and client correspondence.
- Maintained and organized digital records, invoices & reports ensuring administrative compliance.
- Managed client bookings and handled professional communication with 50+ clients weekly.
- Used Microsoft Excel and Power BI to prepare performance reports and track KPIs.
- Performed Excel data analysis, including pivot tables, VLOOKUP, and formula-driven reporting.

**Quality Control Assistant**  
Staffmax Staffing & Recruiting

Dec 2021 – Feb 2022  
Winnipeg, MB

- Assisted in record keeping and data entry to maintain accuracy in product tracking and inventory.
- Ensured compliance with safety and quality standards through careful inspection and reporting.
- Provided logistical and clerical support to supervisors to maintain workflow efficiency.

## **Projects and Volunteering**

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**Inventory & Billing System Project** 2024

- Developed and deployed a full-stack POS and inventory management system using Supabase SQL with Vercel deployment. Automated invoicing, implemented validation rules, and integrated reporting dashboards, reducing manual data entry time by 40%.

**First Year Students Representative** 2023 – 2024  
Student Association, University of Manitoba Winnipeg

- Facilitated student engagement and onboarding programs, promoting participation in academic and community initiatives to enhance campus inclusion and peer support.

## **Certification**

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- Stukent Digital Marketing Certification
- Semrush SEO Certification
- Data Analytics Foundations (Coursera)– Excel, SQL, Python

## **Technical Skills**

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### **Office & Productivity:**

Microsoft Word, Excel (Pivot Tables, VLOOKUP, INDEX-MATCH, Power Query, Macros, VBA), PowerPoint, Outlook, Access, Google Workspace (Docs, Sheets, Slides, Drive)

### **Data & Analysis:**

Power BI, SQL, Python, RStudio, SPSS, Data Cleaning & Visualization, Reporting, KPI Dashboards

### **Systems & Automation:**

VBA Macros, Power Automate, Zapier, N8N, CRM Systems (Salesforce, HubSpot), Cloud Databases, Document Management Systems, SharePoint, File Organization, Workflow Automation

### **Communication & Collaboration Tools:**

Microsoft Teams, Zoom, Slack, Trello, Asana, Monday.com, Calendar Management, Email Management, Internal Messaging Platforms, Cross-Department Communication

### **Digital Operations & Customer Support:**

POS Systems, Ticketing Systems, Booking Software, Scheduling Tools, Data Entry Systems, Forms