

# Hasan Matheen Baig

Planning, Analysis, Outlining Problems, Evaluating, Developing, Optimizing, Implementing Solutions, Time Management.

A business analyst with a strategic mindset and strong analytical ability to drive optimization for operating businesses. 5 years of experience focussing on business strategy, cost optimization and analytics. An Engineering graduate with specialization in Information Science & Engineering. My skill-set include quantifying solutions, streamlining operations and establishing robust processes.



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## Work Experience

### Business Analyst – Project Management Office

Sep 2019 – Nov 2021

**FourSquare Group** | Construction | Bangalore, India

#### Domain :

Business Analysis and Project Management in the Construction Industry.

#### Business Strategy:

- Conducting Market analysis, analysing product lines and the overall profitability of the business.
- Evaluate business development data for regional business units by market sector and prepare related analysis for management meetings.
- Liaison between the construction managers and departments to co-ordinate and expedite processes at all stages of construction.
- Assist with the definition of how the data will be sourced, managed and consumed within and across business processes.
- Manage the risk committee pursuit process for new projects.
- Performing requirement analysis and conducting meeting and presentations to share ideas and findings.
- Proactively identify opportunities for improvement, risks, anomalies and growth, simultaneously assisting with rate analysis.
- Providing status reports to senior management and other management to keep them apprised of progress and anticipated issues.

#### Project Management:

- Mitigating Cost cutting by reducing the redundant activities of a 15 months project worth AED 2M in 12 months saving 18% to the organization .
- Assist with the end-to-end project management of reporting and development of projects within the team.
- Collaborate with clients to ensure information and approvals are accurate and documented in alignment with the Data Management standards for new data request.

### Business Analyst – Project Management Office

Aug 2018 – Sep 2019

**AMB Engineering** | Engineering & Construction | Bangalore, India

#### Domain :

Business Analysis and Project Management in the Construction Industry.

#### Business Strategy :

- Evaluating business processes, anticipating requirements, uncovering areas for improvement, developing and implementing solutions.
- Identify reporting gaps and create either ad-hoc or regular reports to fill gaps.
- Act as the liaison between the development team and business to understand the requirements for new features.
- Collects, monitors and distributes market intelligence to sales representatives.
- Liaison between internal and external parties to ensure correct documents are provided to create project files.

#### Project Management :

- Consults with the internal and external leadership, leading and providing expertise in cross-functional projects.
- Managing the prioritization of projects and establishing accurate timelines for implementation.

### Software Engineer – Software Development

Aug 2016 – Jul 2018

**Larsen and Toubro Infotech(L&T)** | Software Development and Maintenance | Bangalore, India

#### Domain :

Software Development and Maintenance in the Media and Entertainment Domain.

#### Role & Contribution :

- Analyzing the issues and developing approaches to solve it, simultaneously lowering redundancies.
- Implementing new code development and enhancements to an already existing code and performing rigorous testing before the testing phase.
- Acting as an interface between the on-site team and the off-shore team and conducting weekly review meetings in this cross functional work environment.
- Preparing original content and a guide document for better references.
- Flexible to learn and work on new emerging technologies.
- Possessing good troubleshooting skills, analytical skills, communication skills & being an active team player.

### Certifications

- International Institute of Business Analysis : Business Analysis Foundations
- International Institute of Business Analysis : Business Analysis Foundations Business Process Modelling

## Education

### Engineering| Information Science & Engineering |

2016

VTU Board – First Class

BMS Institute of Technology & Management (Bangalore, India)

Project – Automatically predicting privacy settings for user uploaded-images on social sites

### Pre-University

2012

Chetana College (Bangalore, India)

State Board – First Class

### High School

2010

St Joseph's Boys High School (Bangalore, India)

10<sup>th</sup> Board Examinations – ICSE Board – Distinction

### Skills & Competencies

MS-Office Tools ( Word | Excel | Power Point | Outlook ) | Salesforce | Advanced Excel | JAVA | HTML | CSS | SQL | JIRA | Fisheye | Angular JS | JavaScript | VBA Macros | Time Management | Folder Management | Power BI | Tableau | Python

### Languages

English, Hindi, Kannada, Urdu –Proficient

### Address

Flat no. 208, Alandus Tower A, Jumeirah Golf Estates Dubai