

Mohammed Rashid

Data Analyst

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PROFESSIONAL SUMMARY

Data-focused professional with 7+ years of experience in high-accuracy data operations, government document processing, and airport ground logistics. Proven ability to maintain near-zero error rates under compliance-critical conditions. Currently completing the Google Data Analytics Professional Certificate, building hands-on skills in Excel, SQL, and Power BI. Brings a rare combination of operational domain expertise and analytical thinking — able to interpret what data means at ground level, not just on a screen. Targeting Data Analyst, Operations Analyst, and Business Analyst roles across the GCC.

CORE SKILLS

Analytics Tools: Microsoft Excel (Advanced) • SQL (in progress) • Power BI (in progress) • Google Sheets
Data Skills: Data Entry & Quality Control • Data Cleaning • Reporting & Dashboards • Document Management
Domain Knowledge: Airport Ground Operations • Visa & Immigration Processing • Government Systems (UAE)
Workflow: AI-Augmented Analysis • Compliance & Accuracy • Process Documentation
Languages: English (Professional) • Arabic (Working Proficiency)

PROFESSIONAL EXPERIENCE

Ramp Agent • Jetex

Aug 2024 – Present | Abu Dhabi, UAE

- Coordinated ground support equipment across active aircraft stands, directly contributing to on-time aircraft turnaround performance.
- Operated under strict aviation safety regulations and procedural compliance frameworks throughout 12-hour operational shifts.
- Developed firsthand understanding of key aviation metrics — turnaround time, equipment utilization, and ground delay causes — the operational context most analysts encounter only as abstract data.
- Collaborated with flight crews, ground support teams, and airport personnel to ensure effective communication during time-critical ground operations.

Document Control & Visa Processing Specialist • Inspire Legal Translation

Nov 2021 – Dec 2023 | Abu Dhabi, UAE

- Processed and managed high-volume visa applications, labour contracts, work permits, and residency documentation with full compliance with UAE government data standards.
- Built and maintained employee contract and visa expiry tracking systems, proactively preventing regulatory fines through accurate record management.
- Liaised directly with the UAE Immigration Department and multiple government bodies, managing concurrent documentation workflows across departments.
- Maintained near-zero error rates across thousands of structured records in a zero-tolerance compliance environment — a discipline that directly applies to data quality and analytics work.

Data Entry & Government Systems Specialist • Oxygen Typing Services

Mar 2019 – Sep 2021 | Abu Dhabi, UAE

- Processed company registration applications with Abu Dhabi Economic Department and various government bodies, maintaining high accuracy across Arabic-language digital systems.
- Managed structured data entry workflows for trade licensing, business registration, and immigration documentation across multiple client accounts.

Social Media & Performance Analytics Executive • Credot Creative Dots

Jun 2018 – Sep 2018 | India

- Built weekly, monthly, and campaign-specific performance reports, translating quantitative data and qualitative findings into clear, actionable client recommendations.
- Managed client paid media budgets across multiple channels — applying data-driven allocation decisions to maximize campaign performance at lowest cost.

- Monitored KPIs, analyzed performance trends, and delivered insight-driven recommendations to clients on campaign improvement strategies.

HR Typist & Immigration Data Processor • *Future Generation*

Dec 2016 – May 2018 | Abu Dhabi, UAE

- Processed immigration documents and government visa applications; maintained accurate staff records for trade license compliance.
- Operated Arabic-language government immigration systems with consistent accuracy across high-volume daily workloads.

Digital Marketing Coordinator • *SmartPIX*

May 2015 – Aug 2016 | India

- Designed, managed, and executed digital marketing campaigns within project timelines, with responsibility for creative coordination and performance tracking.
- Developed internal office procedures for data and campaign documentation management.

EDUCATION

Bachelor of Business Administration — Human Resources • *Bir Tikendrajit University*

Graduated 2025 | India

Relevant areas: Business Operations • Data-Driven Decision Making • Human Resource Management

CERTIFICATIONS & DEVELOPMENT

- Google Data Analytics Professional Certificate — Coursera / Google (In Progress, 2025)
- Microsoft Power BI Data Analyst (PL-300) — Planned Q3 2026

ADDITIONAL INFORMATION

Visa Status: UAE Residence Visa — valid, transferable on new offer

Availability: Available to join immediately upon offer

Location: Open to all GCC countries — UAE, Saudi Arabia, Qatar, Bahrain, Oman, Kuwait