

Athifa Sultana

+971547014796 | athifasultana01@gmail.com

<https://www.athifa.me> | www.linkedin.com/in/athifasultana | Dubai, UAE | visa - own

SUMMARY

Data Analyst & Business Analyst with 3+ years of experience in data analytics, reporting, and process improvement. Skilled in SQL, Excel, and Power BI to clean, analyze, and visualize data that drives business decisions. Experienced in testing (UAT, functional) and ensuring data accuracy across systems. Passionate about transforming raw data into actionable insights and supporting stakeholders with data-driven strategies.

SKILLS & INTERESTS

- SQL (MYSQL, PostgreSQL)
 - PowerBI
 - JIRA
 - Business Analysis
 - Excel (Pivot Tables, VLOOKUP, Conditional Formatting)
 - Tableau
 - Software Development Life Cycle(SDLC)
-

WORK EXPERIENCE

IBM

Bengaluru,Karnataka

Technical Analyst

Feb 2020 - Jan 2024

- Built interactive Power BI dashboards and Excel reports that improved visibility of key metrics and supported faster decision-making.
 - Automated reporting processes using Excel VBA, reducing manual effort by 50% and cutting processing time.
 - Developed process maps, flowcharts, and data models to document and optimize business processes, enabling better stakeholder alignment.
 - Conducted UAT and functional testing, identifying system errors and reducing defects by 15% through proactive test planning and collaboration.
 - Implemented regression testing for each build release post-defect resolution, overseeing requirement change requests.
 - Mentored and led a team of 11 analysts, enhancing quality reviews and ensuring delivery of high-quality solutions.
 - Facilitated defect meetings and requirement discussions, streamlining collaboration and accelerating resolution cycles.
-

Evolet Technologies

Bengaluru,Karnataka

Software Engineer Intern

Sep 2018 - Nov 2018

- Built and deployed an interactive web app using HTML, CSS, and ReactJS to streamline attendance tracking and productivity measurement for employees, improving data accuracy and efficiency.
 - Gathered and analyzed user requirements to create comprehensive definition documents that captured all necessary functionality for the web app development process.
 - Collaborated with engineering staff to identify and resolve interface issues, ensuring a seamless and user-friendly experience for employees accessing the web app.
-

CERTIFICATIONS

React Course: Completed a Certification on React from Namaste React.

Product Management: Completed a Certification on Product Management from Udemy.

EDUCATION

Visvesvaraya Technological University (VTU)

Bachelor of Engineering (ISE)