

Ahmad Sardar

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Iqama: Transferable, Validity Dec 2026

Professional Summary

Results-driven Business Analyst with over 6 years of experience collaborating with cross-functional teams and international clients to drive data-informed decision-making. Proven expertise in requirements elicitation, stakeholder management, and documentation including BRDs, FRDs, and process flows. Strong analytical and technical foundation in SQL, Python, and data analysis, enabling the translation of complex business needs into actionable insights and scalable solutions. Adept at bridging the gap between business and technical teams to deliver measurable business value.

Professional Experience

Senior Business Analyst

Green Origins | Jan 2022 – Nov 2025

Project: WatchMyCompetitor.com (London, UK)

- Analyzed large volumes of competitive and market data to generate actionable business insights supporting strategic decisions.
- Collaborated with international clients to understand business objectives and translate requirements into analytical outputs.
- Supported clients in business strategy development using data-backed insights and reporting.
- Managed end-to-end client onboarding, including platform access, dashboard configuration, and email preference setup.
- Built and maintained automated web data extraction pipelines using Python (Scrapy), significantly reducing manual data collection effort.

Industries Supported: Hospitals, Insurance, Gaming, Universities, Multinational Food Chains, Retail

Business Analyst

Softmind Solutions | Jan 2020 – Dec 2021

- Gathered, analyzed, and documented business and functional requirements from clients and internal stakeholders.
- Acted as a key liaison between clients, development teams, QA, and project managers to ensure alignment with business goals.
- Assisted in scope definition, change management, and impact analysis to support successful project delivery.
- Contributed to improving project clarity, reducing rework, and ensuring timely delivery of solutions.
- Supported user account management, system access, and data backups.

IT Coordinator

The Smart School | Oct 2017 – Dec 2019

- Coordinated day-to-day IT operations including user support, system availability, and basic troubleshooting.
- Managed IT assets such as computers, printers, networking equipment, and software licenses.
- Coordinated with external IT vendors and service providers for system maintenance and issue resolution.
- Maintained IT documentation, asset registers, and usage records.
- Assisted management in implementing IT policies, system upgrades, and process improvements.
- Managed administrative and operational activities of the campus including systems, staff coordination, and reporting.

- Supervised IT-related needs such as system availability, data management, and coordination with service providers.
 - Planned and executed institutional events, workshops, and process improvements.
 - Ensured policy compliance, discipline, and smooth coordination between departments.
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Education

Bachelor of Science in Computer Science (BSCS)

The University of Lahore

Key Courses:

- Database Management Systems
 - Data Structures & Algorithms
 - Web Development
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Licenses & Certifications

Certificate: Foundations: Data, Data, Everywhere

Issuing Organization: Google

Issued Date: February 2026

Demonstrated knowledge of data analytics fundamentals, including the data lifecycle, data-driven decision making, and the use of data to solve business problems.

Certificate: Ask Questions to Make Data-Driven Decisions

Issuing Organization: Google

Issued Date: February 2026

Demonstrated ability to frame effective analytical questions, translate business requirements into data needs, and support stakeholder decision-making using data insights.

Google Data Analytics Professional Certificate

(in progress)

Analytical & Business Skills

- Requirements Gathering & Documentation
 - Business Process Analysis & Optimization
 - Stakeholder Management
 - Strategic Planning & Decision Support
 - Data Analysis & Interpretation
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Technical Skills

- **SQL (MySQL):** Joins, Subqueries, Aggregations, Data Cleaning
 - **Excel:** Pivot Tables, Lookups, Data Cleaning, Reporting
 - **Python:** Data Extraction, Web Scraping, Data Processing (Scrapy)
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Tools & Software

- Jira (Agile Project Tracking)
- Monday.com (Workflow Management)
- Microsoft Excel, Word, PowerPoint
- Visual Studio (Python scripting)
- MySQL & MySQL Workbench

Languages

- English – Professional Working Proficiency
- Urdu – Native

Personal Information

- **Nationality:** Pakistan
- **Country of Residence:** Saudi Arabia
- **Date of Birth:** Sep-28-1993
- **Marital Status:** Married
- **Availability to Join:** Immediately (ready to relocate)