

Ahmad Sardar

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Professional Summary

IT Business Analyst with 6+ years of experience delivering data-driven solutions across international and cross-functional environments. Proven expertise in requirements elicitation, stakeholder engagement, process optimization, and business documentation (BRD, FRD, SRS). Strong analytical foundation in SQL, Excel, and Python, with hands-on experience in data automation and dashboard reporting. Successfully translated complex business needs into scalable technical solutions, improving operational efficiency and decision-making accuracy.

Professional Experience

Senior Business Analyst

Green Origins | Jan 2022 – Nov 2025

Project: [watchmycompetitor.com](https://www.watchmycompetitor.com) (UK-Based SaaS Platform)

- Analyzed and interpreted 500,000+ competitive data records monthly to generate actionable insights supporting strategic client decisions.
- Led requirement gathering sessions with international stakeholders across 6+ industries, producing detailed BRDs and analytical reports.
- Translated business objectives into structured analytical frameworks, improving reporting clarity and decision accuracy by 30%.
- Automated web data extraction pipelines using Python (Scrapy), reducing manual data collection efforts by approximately 60%.
- Managed end-to-end onboarding of 20+ enterprise clients, including dashboard configuration, KPI alignment, and reporting customization.
- Supported business strategy formulation through performance trend analysis and competitor benchmarking reports.

Industries Supported: Healthcare, Insurance, Gaming, Universities, Retail, Food Chains

Business Analyst

Softmind Solutions | Jan 2020 – Dec 2021

- Gathered and documented functional and business requirements for multiple client projects, reducing scope ambiguity and rework by 25%.
- Acted as liaison between clients, developers, QA teams, and project managers to ensure alignment with business objectives.
- Conducted impact analysis and change management documentation, minimizing project delays and improving delivery timelines.
- Assisted in improving process workflows, contributing to enhanced project clarity and stakeholder satisfaction.
- Supported system configuration, user management, and data backup procedures to ensure operational continuity.

IT Coordinator

The Smart School | Oct 2017 – Dec 2019

- Managed day-to-day IT operations supporting 50+ staff members and institutional systems.
 - Oversaw IT asset management including hardware, software licenses, and networking infrastructure.
 - Coordinated with external vendors to ensure system uptime and timely issue resolution.
 - Assisted management in system upgrades and digital process improvements, enhancing operational efficiency.
 - Maintained IT documentation, compliance records, and usage reporting for administrative oversight.
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Education

Bachelor of Science in Computer Science (BSCS) | The University of Lahore | 2012-2016

Key Courses

- Database Management Systems
 - Data Structures & Algorithms
 - Web Development
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Core Competencies

- Requirements Gathering & Documentation (BRD, FRD, SRS)
 - Business Process Analysis & Optimization
 - Stakeholder Management & Client Coordination
 - KPI Definition & Performance Tracking
 - Data Analysis & Reporting
 - Agile Coordination (Jira, Sprint Support)
 - Dashboard Reporting & Insights
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Technical Skills

- Excel: Pivot Tables, Lookups, KPI Dashboards, Reporting Automation
 - Python: Web Scraping (Scrapy), Data Processing, Automation
 - SQL (MySQL): Joins, Subqueries, Aggregations, Data Cleaning
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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
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Licenses & Certifications Certificate

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.

Certificate: Google Data Analytics Professional Certificate (in progress)

Languages

English – Professional Working Proficiency

Urdu – Native

Arabic – Beginner

Personal Information

Nationality: Pakistani

Country of Residence: Saudi Arabia

Iqama: Transferable (Validity: Dec-2026)

Date of Birth: 28 September 1993

Marital Status: Married

Open to Relocate | Available Immediately