

AIMAAN DALVI

a4dalvi@uwaterloo.ca | +1 (437) 249-2186 | [linkedin.com/in/aimaan-dalvi](https://www.linkedin.com/in/aimaan-dalvi) |

SKILLS

- **Data & Business Intelligence:** Power BI, DAX, Excel (Power Query, VBA), SQL, Databricks, Salesforce data environments, SharePoint, dashboard development, reporting automation, data visualization
- **Automation & Technical Tools:** Power Automate, Python, R, Git/GitHub, OpenAI Codex, LLM-supported development, workflow automation, forecasting models, decision-support tools
- **Business & Process Analysis:** Financial services analytics, operations analysis, process improvement, workforce planning, capacity modeling, workload analysis, productivity analysis
- **Professional Strengths:** Analytical problem-solving, stakeholder communication, adaptability, leadership
- **Languages:** English, Hindi, Spanish

EDUCATION

University of Waterloo | Waterloo, ON, Canada

September 2024 – Present

[Bachelor of Applied Science in Management Engineering](#)

Cumulative GPA: 3.9 | Dean's List: F2024, W2025

RELEVANT EXPERIENCE

Manulife Wealth | Waterloo, Canada

January 2026 – April 2026

Data Analyst, Retail and Wealth Operations

- Built scalable **Power BI** reporting infrastructure using **Salesforce** data queried through **Databricks (SQL)** and internal operational datasets to centralize reporting and offer leadership insights into workload, productivity, and service trends.
- Developed **drill-through advisor and case analytics** in Power BI to investigate workload concentration, ownership patterns, and high-priority areas, enabling managers to identify productivity gaps, prioritize resources, and inform workload management and retention decisions.
- **Automated monthly reporting and document review** workflows using Power BI, **SharePoint**, and **Power Automate**, reducing manual effort in recurring slide creation and monitoring by **100%**.

Manulife | Singapore, Singapore

May 2025 – August 2025

Business Analyst, Department of Regional Transformation

- Designed and deployed a **workforce planning and forecasting framework** by integrating siloed data sources in **Excel & Power Query**, enabling leaders to align staffing with demand through a single, reliable system.
- Engineered **process analysis templates** and tools using Excel to classify value-added vs. non-value-added work, quantify lost capacity, and highlight efficiency gains for cost and utilization improvement.
- Built a **dynamic forecasting engine** that modeled demand growth, peak workload scenarios, automation impacts, and shrinkage constraints, projecting accurate multi-year FTE requirements under **Lean principles**.
- Developed **decision-ready capacity and shrinkage models** by comparing demonstrated vs. effective throughput with role-based buffers, giving leadership visibility into bottlenecks and performance ceilings.

Harmony Meadows Alpaca | Waterloo, Canada

July 2025 – August 2025

Project Team Member – Data Analyst

- Directed a project team to deliver a market research dashboard, coordinating research, data analysis, and visualization to support wholesale expansion strategy.
- Built **automated data pipelines** in Excel and Power Query to clean and merge Shopify exports with external benchmarks, ensuring accurate inputs for analysis.
- Designed interactive Power BI dashboards integrating sales and market trend data, providing actionable insights on market size, consumer demand, and growth potential.

Singapore Police Force | Singapore, Singapore

April 2022 – February 2024

Assistant Group Leader, Public Transport Security Command

- Led and developed future team leaders through structured training and mentorship, strengthening leadership pipelines and improving operational readiness.
- Coordinated patrol operations and incident response using systematic procedures, ensuring consistent execution and enhancing public safety outcomes.

PROJECTS

SnapRSVP: Rapid Serial Visual Presentation Desktop App

May 2026

- Built a macOS desktop app using **Python**, PyQt6, MSS, Tesseract OCR, PyInstaller, and PDF parsing to capture on-screen text or PDFs and convert them into a rapid serial visual presentation (RSVP) overlay for faster reading and reduced visual distraction, **supporting reading speeds of up to 800 WPM for dense text**

Financial Planning Tool

- Built an Excel-based financial planning tool using **VBA automation** and **What-If analysis** to streamline expense tracking, budgeting, and scenario evaluation, refining usability through iterative user feedback