

# Allen Jonathan

**BUSINESS ANALYST - Strategic Business, Financial Analysis, & Operations Management**

✉ [allenjonathanaj@gmail.com](mailto:allenjonathanaj@gmail.com)

☎ (+1) 437-556-0674

📍 [Ontario](#)

in [LinkedIn](#)

## SKILLS

- **Data Management & Analysis:** Excel (Pivot Tables, VLOOKUP), ERP platforms (SAP, Oracle), CRM (Salesforce)
- **Business Operation Strategy:** Financial Risk Analysis, Regulatory Compliance, Inventory Workflow Automation
- **Project Leadership & Collaboration:** Strategic Market Research & Recommendations, Project Management
- **Logistics & Supply Chain Support:** Order Fulfillment, Warehouse Equipment Operation, Inventory Management
- **HR & Administrative Support:** Employee Relations, Digital Records Management & Program Development

## WORK EXPERIENCE

### Material Handler

*Home Hardware*

**March 2025 – Present**

*St. Jacobs, ON*

- Executed shipment workflows by processing, packaging, and verifying merchandise, maintaining 100% fulfillment accuracy rate across inter provincial and regional customer orders during seasonal and peak distribution life cycles.
- Processed, loaded, labeled, and staged inventory for dispatch, reducing product damage rates by 20% and accelerating throughput results of outbound materials during high volume fulfillment periods across all regional zones and hubs.

### Supervisor

*Mr Puffs*

**March 2023 – February 2025**

*Waterloo, ON*

- Administered inventory oversight, shift assignments, and day-end reconciliation, reducing stockout rates by 25% while optimizing staff scheduling to improve labor cost management, service efficiency, and overall work shift coverage.
- Facilitated onboarding and trained 10+ new staff, reducing employee attrition by 20% through customized development plans and strategies, regular performances, and improved workload distribution by 35% during peak demand hours.

### Material Handler

*Marks Supply*

**April 2023 – August 2023**

*Kitchener, ON*

- Fulfilled over 150 orders daily with 98% accuracy rate by scanning, packing, and verifying SKUs, reducing shipping errors by 15% and maintaining order integrity during seasonal volume surges and fast-paced fulfillment cycles.
- Updated digital inventory systems daily to reflect inbound and outbound stock activity, supporting supply chain transparency and minimizing backorder frequency during peak fulfillment operations and warehouse restocking.

### Operations Specialist

*Wells Fargo International Solutions*

**April 2021 – September 2022**

*India*

- Managed financial transactions with 100% compliance by validating payment requests, updating ledger entries, and resolving exceptions under regulatory frameworks, protocols, and internal audit standards for global banking.
- Identified recurring fraud indicators and introduced validation protocols, SLA parameters, reducing transactional discrepancies and financial loss exposure by 25% across domestic and international wire transfers and remittances.

### HR Administrator

*Optima Response Advertising Pvt Ltd*

**August 2020 – April 2021**

*India*

- Processed weekly payroll for 12+ staff with 100% on time accuracy, aligned with statutory deductions and labor law compliance, while maintaining up-to-date employee records, surveys, evaluations, and HRIS entries with accuracy.
- Digitized employee files and archived historical documentation, reducing retrieval time by 40% and improving satisfaction score & audit readiness through consistent data integrity and document classification systems and controls.

## PROJECTS

### Global Market Entry Strategy – Capstone Project

*Team Lead & Business Analyst*

- Conducted comprehensive SWOT and PESTLE assessments to evaluate macro-environmental risks and 35% capabilities, producing a 40-page strategic report informing a Canadian firm's market entry decision into Southeast Asia.
- Delivered executive presentation to five faculty advisors, securing 95% endorsement rates with econometric modeling.

## EDUCATION

### Post Graduate Certificate in Strategic Global Business Management

*Conestoga College, Kitchener, ON*

September 2022 – May 2024

### Master of Business Management – Finance

*University of Madras, India*

July 2019 – August 2021

### Bachelor of Commerce

*Dr. MGR Educational and Research Institute, India*

August 2016 – June 2019

## CERTIFICATIONS

- **MS Office Suite Training (Advanced Excel, Word, PowerPoint)**

May 2021