

ITRET ZEHRA

Business Analyst in Training · Data Analysis & Reporting · Ex-Educator turned Data-Driven Problem Solver

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SUMMARY

Statistics graduate and current BS Business Analytics student (Virtual University of Pakistan) building toward a career translating data into business decisions. Background combines formal quantitative training with three years of applied experience turning raw performance data into clear, actionable insight — as a Mathematics and Social Studies teacher, tracked outcomes for 100+ students, identified performance gaps, and adjusted strategy accordingly. Currently developing analyst-ready skills through the FlyRank AI Fluency internship and a set of completed certifications in financial analysis, AI literacy, and generative AI tools.

EXPERIENCE

AI Fluency Intern — FlyRank AI

July 2026 – Present · Sarajevo (remote)

- Completing FlyRank's AI Fluency internship, building hands-on skills in applied generative AI tools and workflows for business use cases.
- Used AI-assisted tools to audit and improve professional materials (LinkedIn profile, CV), applying prompt engineering to turn raw feedback into clear, actionable improvements.
- Designed and built a working AI agent (a weekly review assistant) from a written spec through to a tested, functioning tool, including defined evaluation cases and guardrails.
- Built and deployed a live personal portfolio website, including writing the site's content, structure, and a technical walkthrough of its DNS and hosting setup.

Teacher — IJK Schooling System

January 2023 – August 2026 · Karachi Division

- Tracked academic performance data for 100+ students across Mathematics and Social Studies, identifying learning gaps and adjusting teaching strategy based on the findings.
- Analyzed test and assignment results each term to spot trends in student performance, then used those insights to redesign lesson plans and target weak areas.
- Reported progress and performance patterns to school leadership, applying the same data-to-decision approach used in business analytics.
- Built structured tracking sheets to monitor outcomes over time, an early hands-on version of the reporting and analysis skills now being formalized through a Business Analytics degree.

Coordinator — Little Master's School

February 2019 – October 2019

- Standardised institutional data collection and evaluation processes, maintaining consistent data integrity.
- Partnered with department heads to audit processes and support structured change initiatives.

EDUCATION

BS, Business Analytics — Virtual University of Pakistan

October 2025 – July 2027 (in progress)

- Coursework building toward data-driven decision-making, applied on top of a quantitative statistics foundation.

BS, Statistics — University of Karachi

January 2020 – December 2022

- Coursework: Regression Analysis, Hypothesis Testing, Inferential Statistics, Probability Theory.

Take the Lead — Leadership Programme — eCornell (Cornell University)

2024

CERTIFICATIONS

- Financial Statement Analysis & Reporting — Alison (Jul 2026)
- McKinsey.org Forward Program — McKinsey & Company (Jun 2026)
- Career Essentials in Generative AI — Microsoft & LinkedIn (Jun 2026)

- Critical Thinking in the AI Era — HP LIFE (Jun 2026)
- AI Literacy for Everyone — LinkedIn (Jun 2026)
- Python Essentials 1 — Cisco Networking Academy (Jun 2026)
- Take the Lead Certificate — eCornell / Cornell University (May 2026)

SKILLS

Data Analysis · Business Analysis · Statistical Data Analysis · Microsoft Excel · Regression Analysis · Hypothesis Testing · Probability Theory · Prompt Engineering · Critical Thinking

PORTFOLIO

<https://itretzehra-max.github.io/flyrank-project/>