



DIYA RAO

Sustainability Analyst

data inventories, emissions accounting concepts, Excel

Ahmedabad, India | diya.rao@example.com | ROLE 10-04

FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

Sustainability Analyst with an illustrative 13-year career in resource management, environmental assessment and energy systems. Combines data inventories, emissions accounting concepts, excel with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes resource use inventory, supplier data programme and sustainability scenario dashboard. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced sustainability analyst opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes M.Sc in Sustainability Analytics. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

13 years ILLUSTRATIVE CAREER	4 CAREER APPOINTMENTS	3 WORK EXAMPLES	2 EDUCATION RECORDS
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CORE COMPETENCIES

data inventories / emissions accounting concepts
Excel / SQL
scenario analysis / reporting boundaries
stakeholder interviews / data assurance

PROFESSIONAL MISSION

Turn a clear brief into dependable resource management, environmental assessment and energy systems work: understand the context, apply data inventories and emissions accounting concepts, record the evidence and explain the limitations before handover.

Career family: Energy, Environment & Sustainability | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Sustainability Analyst

Meridian Environmental Services (fictional)

Jul 2022 - Present | Ahmedabad, India

Independent ownership of scoped sustainability analyst work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Reconciled activity data and documented conversion assumptions.
- Built a request template and quality flags.
- Led brief clarification and prioritised work using data inventories, emissions accounting concepts and excel. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a baseline and assumptions register to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of sql and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Sustainability Analyst

Northline Environmental Services (fictional)

Jul 2018 - Jun 2022 | Ahmedabad, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in excel and sql.

- Presented ranges and sensitivity assumptions.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied scenario analysis and reporting boundaries to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a monitoring and review report so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

PROFESSIONAL WORKING PRINCIPLES

- Define boundaries, data sources and assumptions before comparing environmental or energy options.
- Separate observed site information from modelled estimates.
- Keep permit, specialist and stakeholder review requirements visible in delivery records.

PROFESSIONAL EXPERIENCE / EARLIER

Sustainability Analyst

Cedarbridge Environmental Services (fictional)

Jul 2015 - Jun 2018 | Ahmedabad, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving data inventories and emissions accounting concepts using a documented preparation and review process.
- Supported supplier data programme by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through stakeholder interviews and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Sustainability Analyst

Cedarbridge Environmental Services (fictional)

Jul 2013 - Jun 2015 | Ahmedabad, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with data inventories and excel within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

SELECTED CONTRIBUTIONS

Resource use inventory. Reconciled activity data and documented conversion assumptions. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Supplier data programme. Built a request template and quality flags. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Sustainability scenario dashboard. Presented ranges and sensitivity assumptions. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Resource use inventory

P1 | Jan 2023 - Jun 2023 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in resource management, environmental assessment and energy systems; not a real client case study.

Problem. Sites reported consumption using inconsistent units.

Objective. Create a workable response to this issue through data inventories, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. Sustainability Analyst; owned the stated workstream, not the full organisation or every collaborator contribution.

- Reconciled activity data and documented conversion assumptions.
- Prepared the scope with the commissioning team, identified unresolved inputs and used data inventories to turn the brief into a sequenced work package.
- Applied emissions accounting concepts and excel while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. data inventories / emissions accounting concepts / Excel / SQL

Deliverables. Resource use inventory - scoped brief; Resource use inventory - reviewed working package; Resource use inventory - handover and learning summary

Review. Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a baseline and assumptions register and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for resource use inventory, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): baseline and assumptions register; options appraisal; monitoring and review report.

SPECIALIST PRACTICE

Assessment limitations

The sample focuses on data inventories, emissions accounting concepts, excel. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on data inventories and sql for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of supplier data programme, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

Sample estimates are illustrative; they do not establish site compliance, verified emissions reductions or installation approval.

SELECTED WORK / 02 AND 03

Supplier data programme

P2 | Jan 2024 - Jun 2024 | Meridian Environmental Services (fictional)

Problem. Purchased-goods information had large coverage gaps.

Objective. Create a workable response to this issue through emissions accounting concepts, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Sustainability Analyst; owned the stated workstream, not the full organisation or every collaborator contribution.

- Built a request template and quality flags.
- Prepared the scope with the commissioning team, identified unresolved inputs and used excel to turn the brief into a sequenced work package.
- Applied sql and scenario analysis while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. emissions accounting concepts / Excel / SQL / scenario analysis

Delivered. Supplier data programme - scoped brief; Supplier data programme - reviewed working package; Supplier data programme - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for supplier data programme, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): baseline and assumptions register; options appraisal; monitoring and review report.

Sustainability scenario dashboard

P3 | Jan 2019 - Jun 2019 | Northline Environmental Services (fictional)

Problem. Decision-makers could not compare option boundaries.

Objective. Create a workable response to this issue through excel, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Sustainability Analyst; owned the stated workstream, not the full organisation or every collaborator contribution.

- Presented ranges and sensitivity assumptions.
- Prepared the scope with the commissioning team, identified unresolved inputs and used scenario analysis to turn the brief into a sequenced work package.
- Applied reporting boundaries and stakeholder interviews while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. Excel / SQL / scenario analysis / reporting boundaries

Delivered. Sustainability scenario dashboard - scoped brief; Sustainability scenario dashboard - reviewed working package; Sustainability scenario dashboard - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for sustainability scenario dashboard, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): baseline and assumptions register; options appraisal; monitoring and review report.

EDUCATION AND SPECIALIST LEARNING

M.Sc in Sustainability Analytics

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2011 - May 2013 | completed - fictional record
Focus: data inventories, emissions accounting concepts, SQL. Specialist study on resource use inventory; an illustrative learning project, not a published result.

B.Sc in Environmental Studies

Cedarhaven College of Applied Studies (fictional institution)
Jul 2008 - May 2011 | completed - fictional record
Focus: Excel, scenario analysis, reporting boundaries. Applied coursework in data inventories, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Environmental data quality workshop (2023). Data inventories and sql in the context of sustainability analyst work. Used reflective exercises and a bounded practice example related to resource use inventory.

Energy assessment case lab (2024). Emissions accounting concepts and scenario analysis in the context of sustainability analyst work. Used reflective exercises and a bounded practice example related to supplier data programme.

Stakeholder reporting practicum (2025). Excel and reporting boundaries in the context of sustainability analyst work. Used reflective exercises and a bounded practice example related to sustainability scenario dashboard.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: hybrid; remote feasibility discussed per role. Relocation: open to discussion - sample preference. Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

Sample estimates are illustrative; they do not establish site compliance, verified emissions reductions or installation approval.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

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Contact placeholder: diya.rao@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.