Mohammad Jalal Khan

Data Analyst

To become a part of a dynamic group where I may further explore the skills and capabilities which I gained in academic career and in professional career up till now, I want to enhance and improve learned skills by working with a reputable organization.

Contact

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Peshawar, Pakistan, 25000

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Skills

Skill	Rating
Intuit QuickBooks	●●●●● Excellent
Microsoft Office	●●●●● Excellent
Google Studio	●●●●○ Very Good
Data analysis	●●●●● Excellent
Data Verification	●●●●● Excellent
Project and Team Management	●●●●○ Very Good
Financial Management	●●●●○ Very Good

Work History

2018-12 - Current

Data Assistant

CHIP Training and Consultant, Peshawar, Pakistan

- Identifying and gathering data from variety of sources, including databases, spreadsheets, and online platforms.
- Cleaning and organizing data to ensure accuracy and completeness.
- Identifying data discrepancies by cross verification of IDIMS and DSC databases
- Organized data into multiple spreadsheets to streamline data
- Providing technical guidance and conducting on job trainings of CommNet staff on reporting tools
- Reviewing data for inconsistencies and anomalies before generating analytical outputs
- Maintaining close liaison with DPCR, DSC and field staff for information management services
- Working as focal person for data requests from partners, Government and other stakeholders
- Analyzing data using statistical techniques and software tools, such as Excel
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  Visualizing data using charts, graphs, and other Visualization tools, such as Google Studio and Power BI.
- Reviewing data for inconsistencies and anomalies Before generating analytical outputs
- presenting findings to stakeholders through reports, presentations, and other forms of

Excellent
communicati ●●●●●
on skills Excellent

🏳 Languages

English (Fluent)

Urdu (Native)

Pashtu (Native)

Communication.

- Collaborating with cross-functional teams to identify areas for improvement and develop data-driven solutions.
- Providing recommendations for business decisions based on data analysis.
- Maintaining and updating databases and data systems.

Data Verification Associate

Micro Merger Pvt Ltd, Peshawar, Pakistan

2015-09 -
2018-12

- Reviewing data for accuracy and completeness, using variety of methods such as manual verification and automated checks
- To share data focal point for gathering, compilation of data from field staff
- Timely Share data and analysis with District Coordinator
- Collate and analyze campaign data, monitor feedback from field staff reports updates during campaigns
- Identifying and correcting errors in data
- maintaining and updating data in databases and systems
- Working with cross-functional teams to ensure data is properly collected, stored, and used
- Communicating with internal and external stakeholders to resolve data issues
- Ensure discussions and decisions lead toward closure Maintain healthy group dynamics
- Encourage creativity, risk-taking, and constant improvement
- Analyze and resolve technical and application problems

Education

2014-05 - 2017-11

MBA: Finance

INSTITUTE OF MANAGEMENT SCIENCES - Peshawar, Pakistan

2009-11 - 2014-01

BBA: Accounting And Finance

INSTITUTE OF MANAGEMENT SCIENCES - Peshawar, Pakistan

2006-08 - 2009-08

HSSC: Computer Science

Fazaia Degree College - Peshawar, Pakistan

2004-03 - 2006-07

Matriculation

Govt Centennial Model High School - Peshawar, Pakistan

Certifications

2017-08	Quickbooks
2022-08	Data Analytics and Business Intelligence
2022-12	Virtual Assistant