

ABDULLAH



Nationality: Pakistani | **Gender:** Male

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Objectives:

To leverage my extensive experience in the field of data analysis and support, to contribute to an organization's goals effectively. With over 10 years of experience, have developed a profound understanding of data management, analysis, and interpretation. My skills in data visualization, report generation, and project management will undoubtedly contribute to the growth and success of the organization. My ultimate aspiration is to excel further in my field, taking on new challenges and delivering optimal results while maintaining a high level of professionalism.

• WORK EXPERIENCE

Data Support officer, December 2020 – Present

Professional Employers, Pvt.Ltd

Responsibilities:

- Accurately maintain and update databases and data systems
- Ensure data quality and integrity by running regular checks and resolving any errors
- Retrieve and analyze data to provide insights and support decision making
- Collaborate with other departments to ensure data accuracy and completeness etc.

Team Leader & Data Analyst Officer, Sep 2015 – Nov 2020

Micro Merger (Pvt) Ltd.

Responsibilities:

- Direct and manage a team of professionals to achieve project goals and deadlines.
- Develop and implement team strategies for successful project completion.
- Foster a positive team culture and promote collaboration to ensure effective communication and teamwork.
- Collect and analyze large data sets to generate insights and inform decision-making.
- Design and implement data collection processes to ensure that data is accurate, complete, and timely.
- Use statistical software to analyze data and create predictive models etc.

Team Leader & Data Officer, March 2015 – May 2015

Chip Training & Consultant.

Responsibilities:

- Creating and implementing project plans for the team
- Assigning tasks and responsibilities to team members
- Ensuring deadlines are met and quality standards are maintained
- Collecting, processing, and analyzing data
- Ensuring data accuracy and completeness
- Developing and implementing data management policies and procedures etc.

Assistant Store Keeper, Jan 2008 – July 2012

Saran Distributors

Responsibilities:

- Receiving and inspecting incoming goods from suppliers
- Organizing and maintaining inventory levels
- Packing and labeling products for shipment
- Ensuring timely delivery of products to customers
- Maintaining a clean and organized warehouse etc.

Sales Manager August 2012 – Feb 2015

New Karigar Furniture

Responsibilities:

- Develop and implement strategies to achieve sales targets and increase revenue in the furniture department
- Lead and motivate a sales team to drive sales and provide excellent customer service
- Monitor and analyze sales performance data to identify trends and opportunities for improvement etc.

• EDUCATION

BA, 2009 – 2011

University of Peshawar

• DIPLOMA

DIPLOMA INFORMATION TECHNOLOGY, 2020–21

Board of Technical Education Peshawar (KPK–BTE)

• TRAINING & DEVELOPMENT

- Data Support Center (Micro Merger IT Solutions)
- Data Entry Operator Trainings Before Campaign Start
- Certificate from the Institute of English Language and Computer Technology
- Fraud Awareness for Face-to-Face Fundraiser by UNICEF
- Certificate English Language Program from the Institute of English Language and Computer Technology
- Prevention of Sexual Exploitation and Abuse (SPEA) by UNICEF

• AWARD & CERTIFICATE

- Certificate of Microsoft Office The Edwards Institute, Peshawar
- Certificate of Course Completion Prevention of sexual exploitation and Abuse (PSEA) Agora.Unicef.org.pk

• ACHIVEMENTS

- Certificate of Excellence Micro Merger IT Solution Pvt. Ltd 2019

• SOFT SKILLS

- Critical Thinking | Problem Solving | Communication | Organizational | Interpersonal | Adaptability
- Detail Oriented | Time Management | Store keeping | Analytical Skills | Team Leadership

• HARD SKILLS

- Data Analysis | Data Modeling | Data Visualization | Data Gathering & Analysis | Google Studio | Order Entry
- Graphic Design | Data Cleansing | Sales | Data Interpretation | Storekeeping | Online data entry

• HOBBIES

- Book Reading | Cooking | Watch Movies | Playing Cricket

• LANGUAGES

	UNDERSTANDING		SPEAKING	WRITING
	Listening	Reading	Spoken Production	Spoken Interaction
ENGLISH C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user