



BILAL KHAN

✉ bilalkha0307@gmail.com 📞 +923020905892
📍 Gul Abad Chock Dalazak Road, 25000 Peshawar

Education

Master in Political Science

University of Peshawar, Peshawar

Post Graduate Diploma in Human Resource Management

Virtual University of Pakistan, Peshawar

Diploma in Information Technology

Government College of Management Sciences Peshawar, Peshawar

Diploma in Health Technology

Razi Institute of Medical Sciences Peshawar, Peshawar

Employment

Data Liaison Officer (ICIMS)

10/2023 - Present

MicroMerger (Pvt.) Ltd, Peshawar

Liaison Officer for Data

As a Data Liaison Officer, I am excellent at gathering data and turning it into insights that can be used to make decisions and communicate effectively. My main attributes and accomplishments in this role include:

Data proficiency: Accurately gather and analyze data while guaranteeing its reliability and integrity.

Visual communication: Create eye-catching infographics and data visualizations to effectively engage a range of audiences and deconstruct difficult material.

Ensure data visualizations are in line with overall communication and organizational strategy by working fluidly with cross-functional teams.

Performance tracking: To track development and encourage data-driven improvements, identify and set up key performance indicators, create dashboards, and produce reports.

Data management: Ensure stakeholders have timely access to an accurate and accessible data management system.

Enhance your colleagues' and partners' data capabilities by offering training and technical help.

Professional Development: Integrate cutting-edge methods into our workflow while staying abreast of the most recent trends and best practices in data visualization and analysis.

Data Management Officer (DSC)

09/2022 - 09/2023

MicroMerger (Pvt.) Ltd, Peshawar

1. Performed data entry and verification tasks, ensuring the accuracy and confidentiality of information recorded in the database.

2. Maintained punctuality by promptly marking attendance and

Personal details

Date of birth

November 12, 2000

Place of birth

Peshawar

Gender

Male

Nationality

Pakistani

LinkedIn

linkedin.com/in/bilal0302

Skills

Technical Proficiency



Problem Solving



Data Management



System Monitoring



Record Keeping



Communication Skills



Adaptability



Time Management



Attention to Detail



Teamwork



Documentation



adhering to office hours.

3. Demonstrated professionalism in the workplace, fostering a disturbance-free environment for colleagues.
4. Maintained a high standard of data quality and accuracy.
5. Maintained a daily work log in Excel to track tasks and activities.
6. Collaborated with Data Analysts and Data Entry Leads, prioritizing and completing daily assignments efficiently.
7. Managed computer equipment used for data entry, preventing intentional hardware or software damage.
8. Conducted random data verification to ensure correctness and quality, promptly reporting and resolving errors.
9. Monitored and prevented the recurrence of data entry mistakes.
10. Ensured data consistency by cross-referencing Tally Sheets with daily district reports provided by the DLO.
11. Undertook additional tasks assigned by the DLO, contributing to data compilation and workload distribution.

Computer Operator

06/2020 - 08/2022

Souvenir General Hospital, Peshawar

I am in charge of assuring the efficient operation of computer hardware and software in my capacity as a computer operator. My main responsibilities include keeping an eye on system performance, performing regular maintenance, diagnosing technical problems, and helping users. I make sure that the company's computer systems operate effectively, reducing downtime and boosting output. Keep an eye out for glitches and abnormalities in computer systems, and act quickly to fix problems. Conduct routine system maintenance procedures, including system optimization, upgrades, and backups. Provide users with technical help and assistance when troubleshooting and diagnosing hardware and software issues. Control data input and processing tasks to maintain the integrity and accuracy of the data. Keep track of system activity logs, job completion reports, and equipment inventories, among other things.

Courses

Data Analytics and Business Intelligence

References

References available upon request.

Languages

Pashto



Urdu



English



Hobbies

- Reading
- Volunteering
- Traveling