



BILAL KHAN

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📍 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

Oct 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

Sep 2022 - Sep 2023

MicroMerger (Pvt.) Ltd, Peshawar

Data Management Officer

As a Data Management Officer, I have effectively carried out a critical job in making sure that important data assets within the company

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



are collected, organized, secure, and easily accessible. My main duties and accomplishments in my position are as follows:

Accuracy in data gathering:

efficiently acquired information from a variety of sources, including as databases, surveys, and outside inputs.

ensured thorough and reliable data collection, which increased the reliability of the data.

Data entry and management:

excelled at precisely entering data into databases and methodically arranging data for quick retrieval.

Data quality control:

established and upheld strict criteria for data quality.

data that has been regularly checked and cleansed to remove errors and anomalies.

Security and compliance for data:

put in place and kept up data security measures to protect sensitive data.

ensured adherence to data protection laws

Computer Operator

Jun 2020 - Aug 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.

Languages

Pashto



Urdu



English



Hobbies

- Reading
- Volunteering
- Traveling

Courses

Data Analytics and Business Intelligence

References

References available upon request.