



KHALIL AHMED



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ABOUT ME

Experienced IT professional skilled in Data Analysis, Report generating, visualization, database design, and technical support. Proficient in data management, reporting, and quality assurance. Strong background in delivering training, setting up computer systems, and implementing technology programs. Excellent problem-solving abilities and proactive approach to user support. Detail-oriented with expertise in system administration and hardware/software management. Dedicated to providing efficient IT solutions and maintaining up-to-date knowledge of emerging technologies.

EXPERIENCE

• JULY-2023-TO-CONTINUE DATA PROCESSING (PPHI SINDH HEAD OFFICE)

<https://www.pphisindh.org>

- Played a pivotal role in the Data Management Cell, focusing on data analysis and report generation to support informed decision-making.
- Developed and maintained robust data pipelines, ensuring seamless collection, transformation, and integration of diverse data sources.
- Utilized programming skills for data extraction, cleaning, and manipulation, resulting in accurate and actionable insights.
- Collaborated closely with cross-functional teams to identify key performance indicators (KPIs) and establish data tracking mechanisms.
- Created custom dashboards and visualizations, facilitating the interpretation of complex data trends for stakeholders.
- Conducted in-depth exploratory data analysis (EDA) to identify patterns, anomalies, and trends, leading to the discovery of optimization opportunities.
- Produced comprehensive reports, presenting analytical findings and recommendations to senior management regularly.
- Pro actively identified data quality issues and implemented solutions, ensuring data integrity and reliability in analytical processes.
- Participated in training sessions to enhance team members understanding of data analysis techniques.

• DECEMBER-2022- TO- MAY 2023 MIS OFFICER (SINDH RURAL SUPPORT ORGANIZATION-UNICEF)

<https://www.srso.org.pk/SRSO>

- As an **MIS Officer & Admin**, I was responsible for overseeing and managing the organization's Management Information System (MIS) functions, as well as providing comprehensive administrative support to ensure smooth operations.
- **Key Responsibilities:**
- **1. MIS Management:**
- Developed and maintained a robust MIS system to track and analyze critical data related to operations, finance, and other key performance indicators.
- Generated regular reports and dashboards to provide insights and support data driven decision-making for the management team.
- Conducted data validation, cleansing, and reconciliation to ensure accuracy and integrity of information.
- **2. Database Administration:** Managed databases to ensure they were organized, secure, and up-to-date. Conducted routine audits to identify and rectify discrepancies or inconsistencies in the data.
- **3. System Enhancement and Automation:** Identified opportunities to streamline processes through automation and implemented necessary changes to increase efficiency and productivity.
- **4. Administrative Support:** Handled day-to-day administrative tasks, including but not limited to managing calendars, coordinating meetings, and handling correspondence. Assisted in organizing and executing company events, workshops, and conferences.
- **5.Document Management :** Maintained a structured filing system for physical and electronic documents to facilitate easy retrieval and ensure compliance with organizational standards.
- **6. Vendor Management:** Liaised with vendors for procurement of office supplies, services, and equipment, ensuring cost-effectiveness and timely delivery.

◦ **JAN-2020 TO SEP 2021** **PROGRAM COORDINATOR & DATA MANAGEMENT (GOVT MONO TECHNICH INSTITUTE**

- **Program Coordination Skills:**
- **Project Management:** Expertise in planning, executing, and finalizing projects within constraints such as scope, time, and budget.
- **Scheduling and Planning:** Proficient in creating detailed schedules, setting timelines, and coordinating activities.
- **Stakeholder Communication:** Strong skills in communicating with stakeholders, ensuring all parties are informed and aligned.
- **Resource Allocation:** Effective in allocating resources, including staff and materials, to ensure project success.
- **Data Management Skills:**
- **Data Analysis:** Proficient in analyzing data to extract actionable insights and inform decision-making.
- **Database Management:** Experience in managing and maintaining databases, ensuring data integrity and security.
- **Data Visualization:** Skilled in using tools like Power BI, Tableau, and Excel to create informative and interactive visualizations.
- **Data Cleaning:** Expertise in cleaning and preprocessing data to ensure accuracy and usability.
- **Data Reporting:** Ability to generate comprehensive reports and dashboards to communicate data findings effectively.
- **Data Governance:** Knowledgeable in data governance practices, ensuring compliance with data policies and standards.
- **ETL Processes:** Experience in Extract, Transform, Load (ETL) processes to integrate data from various sources.

• **JAN-2018 TO DECEMBER-2019** **IT SPECIALIST & ADMINISTRATION (EDUCATION COLLEGE)**

- **IT Specialist Skills:**
- **Technical Support:** Providing technical support to end-users, troubleshooting hardware and software issues efficiently.
- **System Administration:** Managing and maintaining servers, operating systems, and network infrastructure.
- **Network Management:** Configuring and maintaining network devices, ensuring optimal performance and security.
- **Software Management:** Installing, configuring, and updating software applications, ensuring compatibility and performance.
- **Administration Skills:**
- **Project Management:** Planning, executing, and managing IT and data projects to meet organizational goals.
- **Documentation:** Creating and maintaining detailed documentation for IT systems, processes, and data workflows.
- **IT Policy Development:** Developing and enforcing IT and data management policies to maintain compliance and efficiency.
- **Asset Management:** Tracking and managing IT assets, including hardware and software inventory.
- **Help Desk Management:** Managing help desk operations to ensure timely and effective support for IT and data issues.

EDUCATION

- **2014-TO-2018** **UNIVERSITY OF SINDH**
JAMSHORO • Bachelor of Computer Science
 • 3.86/4.00 GPA
- **2012-TO- 2013** **SINDH BOARD TECHNICAL KARACHI**
Naushahro Feroz • Diploma In Information Technology
- **2010-TO- 2012** **BISE SUKKUR**
Naushahro Feroz • Intermediate
- **2010-TO- 2012** **BISE SUKKUR**
Naushahro Feroz • Matric

PROFESSIONAL CERTIFICATE

- Google Data Analytics Intern (Coursera)
- Power BI (Microsoft)
- Office Automation (SBTE KARACHI)

PROFESSIONAL TRAINING

- MIS Training (2 Days)
- Data Analysis (2 Day)

SKILLS

Data Analysis	<div><div></div></div>	90%
Data Management	<div><div></div></div>	90%
ETL	<div><div></div></div>	90%
Data Modeling	<div><div></div></div>	90%
Power BI	<div><div></div></div>	80%
MS Office	<div><div></div></div>	95%
Python	<div><div></div></div>	80%
Collection Data	<div><div></div></div>	95%
Technical Proficiency	<div><div></div></div>	99%
Organization and time Management	<div><div></div></div>	95%