



# KHAWAJA ASFANDYAR

## Information Management Officer

House No 318, Street 1,  
Sector G14, Islamabad

[khawajaasfandiyar@gmail.com](mailto:khawajaasfandiyar@gmail.com)  
+92-332-9289636

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### OBJECTIVE

To continue my career with an organization that will utilize my MANAGEMENT, ADMINISTRATION & DATA ANALYSIS skills to benefit mutual growth and success. Highly analytical and detail-oriented data analyst with over 5 years of experience in extracting insights from complex data sets, driving business growth, and improving decision-making processes.

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### SKILLS

- Information Management
- Data Analyst, Data Management
- IT Troubleshooting
- Business analysis and process redesign
- Project Management
- Financial Management, Data Analysis & Decision making
- Profound skills in all components of MS Office & Accounting Software.

### EDUCATION:

**Master of Science in Economics, University of Peshawar**  
2012 – 2014

**Bachelor in Arts, University of Peshawar**  
2010 – 2012

**ACCA-CAT (UK), Introductory Level**

### Certificate Courses:

**Ms. Office and Internet Applications**  
**English Proficiency Program Certificate**  
**Digital Marketing**

## EXPERIENCE:

### Data Analyst

#### CORPORATE ALLIANCE, (PAKISTAN)

Oct 2021 - Present

##### *Key Duties & Responsibilities:*

- Interpreting data, analyzing results using statistical techniques
- Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems.
- Develop and maintain databases by acquiring data from primary and secondary sources, and build scripts that will make our data evaluation process more flexible or scalable across datasets
- Work closely with project managers to understand and maintain focus on their analytics needs, including critical metrics and KPIs, and deliver actionable insights to relevant decision-makers
- Design and manage databases and data flows to ensure smooth business operations
- Collaborate with stakeholders across departments to address gaps and pain points in a data journey
- Exhibit exceptional analytical abilities to compile, structure, examine, and present substantial data sets with precision and thoroughness.

### Manager

#### THAHAB LAWAL LLC, (ABU DHABI, UAE)

Feb 2020- Jan 2021

##### *Key Duties & Responsibilities:*

- Provide financial information to management by researching and analyzing accounting data; preparing reports.
- Timely and accurate transactional procurement activities of data maintenance (supplier master data, lead-times, costs/price lists, etc.) to facilitate good data control as well as feed appropriate ERP functionality to run the business)
- Assess and assemble relevant supplier and market intelligence in support of SWOT analysis, supply recommendations, and business impact scenario analysis
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Quarterly return filling of VAT to FTA and Bar Code tagging for each selling Jewelry item.
- Stay up to date with industry trends and share knowledge with team members.
- Handle administrative duties such as processing transactions, maintaining accurate records, and managing orders and shipments.
- Manage inventory by accurately tracking sales and restocking merchandise.

### Lecturer

#### MON AVENIR COLLEGE. (PESHAWAR, PAKISTAN)

Apr 2016- Apr 2018

##### *Key Duties & Responsibilities:*

- Develop and deliver course content to students.
- Evaluate student performance and provide appropriate feedback.
- Grade assignments, exams and other student work.
- Advise students on academic matters.
- Conduct research on specific areas of focus related to their courses.
- Attend faculty meetings and other department events.
- Maintain student attendance records, grades, and other required records.
- Organize and plan course material and lectures.

**Advisory Associate**  
**RC Group Incorporation (PESHAWAR, PAKISTAN)**  
**Oct 2013- Dec 2014**

*Key Duties & Responsibilities:*

- Financial reporting of firms & companies in accordance to accepted (IAS), (IFRS) & (GAAP)
- Preparing of business proposals & feasibility reports for different clients.
- Giving Management, financial & operational advisory services to clients.
- Performing Regulatory advisory services as per client's requirements.
- Updated business and financial status to the senior management using detailed reports and presentations to enable effective decision making.
- Reviewing and approving purchase invoices before making payments.
- Reviewing all accounting transactions entered by Junior Accountants.
- Communication with Clients, Suppliers, Banks & Government officials.
- Analyzing prepared investments for individual and corporate clients.
- Preparing and filing income and sales tax returns as per FBR requirements along with making NTN's for individuals and companies.

**Reference:** To be provided on demand