




Mobeen Jamshed Khattak



Data Analyst, Data Cleaning Expert, Business Intelligence Professional, Business Analyst



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SOCIAL MEDIA

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PROFILE

Skilled management expert, business analysis professional and data analyst with more than six years of industry experience. Energetic presenter and confident communicator with the ability to circulate information in a way that is clear, efficient, and beneficial for end users. Creative in finding solutions to problems and determining modifications for optimal use of organizational data. Expert at providing realistic projections and establishing various scenarios to determine viable process strategies to utilize.

EDUCATION

10.2022 - present	Google & Coursera Google Data Analytics Professional Certificate(5 Modules Completed)
06.2022 - 10.2022	Virtual University & DigiSkills Business Intelligence & Data Analytics Course
09.2017 - 07.2019	University of Lahore, Islamabad Campus MPhil Management Sciences
09.2012 - 12.2015	Capital University of Science and Technology, Islamabad MBA
09.2010 - 07.2012	Univeristy of Punjab , Lahore B.Com

EXPERIENCE

12.2023 - present	Air Univeristy , Islamabad ASSISTANT DIRECTOR PLACEMENT Data Management/Data Analytics Alumni Portal Management Internship Portal Management Job Placements/Internships Industrial Linkages Function/Process Assesment
11.2018 - present	Air Univeristy , Islamabad Assistant Manager Operations Facilitation Portal Management SSC Booking Facility Portal Management LMS Feedback Portal Management Webiste Event Page Management Facebook Page Management LinkedIn/Whatsapp Community Management Data Analytics/Data Management

09.2017 - 11.2018

Hamdard University , Islamabad
ADMIN HEAD (Additionally HR MANAGER)
Procurement Management
Purchase Committee Management
Marketing Management
HR Selection Board Management
HR Training & Development
HR Payroll
Administration and Support Management

11.2016 - 04.2017

Shifa Tameer-e-Millat University , Islamabad
Academic Secretary (Management Sciences)
Secretarial management
Data Handling
Reports Making

01.2016 - 11.2016

Welmark Pharmaceutical , Rawalpindi
Assistant Manager Marketing and Export
Marketing , Sales, Digital Marketing, Website Content Handling, Export Coordination Handling, Export Sales Handling, Regulatory Dossiers Making.

SOFTWARE SKILLS

Spreadsheets & Excel	■ ■ ■ ■ ■ ■
SPSS & AMOS	■ ■ ■ ■ ■ ■
SQL (BigQuery)	■ ■ ■ ■ ■ ■
R Programming(R-Studio))	■ ■ ■ ■ ■ ■
MS Power BI and Tablue	■ ■ ■ ■ ■ ■
NVIVO	■ ■ ■ ■ ■ ■
Pyhon Programming	■ ■ ■ ■ ■ ■

PERSONALITY

Communicative	Punctuality
Creativity	Organized
Dedicated	Hardworking

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills
- ✓ Business Intelligence Skills
- ✓ Problem Solving Skills

LANGUAGES

English	○ ○ ○ ○ ○ ○
Urdu	○ ○ ○ ○ ○ ○
Pashto	○ ○ ○ ○ ○ ○

COURSES & CERTIFICATES

- Google Data Analytics Professional Certificate(Google & Coursera)
- Information System Auditing(HongKong University of Sceince and Technology)
- Business Intelligence and Data Analytics(Virtual University and DigiSKills)
- Business Analyst (PMI and LinkedIn Learning)
- Python for Data Analytics(LinkedIn Learning)

HOBBY



Technology



Data Analytics and Data Science



Google Map

REFERENCES

References will be furnished upon request