

# Mohammad Jalal Khan

Data Analyst and Accountant

Experienced Assistant accountant and Data Analyst with demonstrated experience in financial record examination and with excellent data gathering and analysis skills. Looking to apply my 8 years of experience by offering promising abilities in Accounting, Finance and Data Analysis. Dedicated with strong work ethic and resourceful nature.

## Contact

### Address

Peshawar, Pakistan

### Phone

+92 313 9165368

### E-mail

jalalbinfazal@gmail.com

## Skills

Microsoft Office Suite

Excellent

Intuit QuickBooks

Excellent

Peach Tree

Very Good

Tally ERP 9

Very Good

Google Data Studio

Very Good

Tableau

Excellent

Power BI Micro Soft

Excellent

Data analysis

Excellent

## Work History

### Data Assistant

(2023-07 – Current)

CHIP Training and Consultant Pvt. Ltd, Peshawar

- Identifying and gathering data from variety of sources including databases (IDIMS,National EOC, EPI MIS) spreadsheets, and online platforms form like Google Forms, KOBO collect etc.
- Cleaning and organizing data to ensure accuracy and completeness develop and implement data models to support decision-making processes and business strategies.
- Analyzing data using statistical techniques and software tools, visualizing data using charts, graphs, and dashboard on visualization tools, such as Google Studio, Tableau and Power BI.
- Reviewing data for inconsistencies and anomalies before generating analytical outputs
- Presenting findings to stakeholders (Govt. DC,PEOC,NEOC,WHO) through reports, presentations, and other forms of communication.
- Working as focal person for data requests from partners, Government and other stakeholders.
- Collaborating with cross-functional teams to identify areas for improvement and develop data-driven solutions while using statistical models and machine learning algorithms to predict future trends and outcomes.
- Maintaining and updating databases and data systems.
- Staying up-to-date with industry trends and emerging technologies related to data analysis

### Data Usage and Risk Assessment Officer (2018-12 – 2023-06)

Professional Employers Pvt. Ltd, Peshawar

- Identifying and gathering data from variety of sources including databases (IDIMS,National EOC, EPI MIS) spreadsheets, and online platforms form like Google Forms, KOBO collect etc.
- Cleaning and organizing data to ensure accuracy and completeness develop and implement data models to support decision-making processes and business strategies.
- Analyzing data using statistical techniques and software tools, visualizing data using charts, graphs, and dashboard on visualization tools, such as Google Studio, Tableau and Power BI.
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- Collaborating with cross-functional teams to identify areas for improvement and develop data-driven solutions while using statistical models and machine learning algorithms to predict future trends and outcomes.
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- Staying up-to-date with industry trends and emerging technologies related to data analysis

## Data Verification

Excellent

## Project and Team Management

Very Good

## Financial Management

Very Good

## Excellent communication skills

Excellent

## Languages

English (Fluent)

Urdu (Native)

Pashtu (Native)

## Data Verification Associate

(2015-09 - 2018-12)

### Micro Merger Pvt Ltd, Peshawar

- Reviewing data for accuracy and completeness, using variety of methods such as manual verification and automated checks
- To share data focal point for gathering, compilation of data from field
- Timely Share data and analysis with District Coordinator
- Collate and analyze campaign data, monitor feedback from field staff reports updates during campaigns
- Identifying and correcting errors in data
- Maintaining and updating data in databases and systems
- Working with cross-functional teams to ensure data is properly collected, stored, and used
- Developing and implementing processes and procedures for data verification
- Ensure discussions and decisions lead toward closure Maintain healthy group dynamics
- Encourage creativity, risk-taking, and constant improvement

## Accounts Assistant

(2014-02 - 2017-04)

### Sarhad Board and Chemicals Pvt Ltd Peshawar, Peshawar

- Maintaining financial records and documents, including invoices, receipts, and statements
- Assisting with the preparation of financial reports, such as balance sheets and income statements
- Managing accounts payable and accounts receivable
- Reconciling bank statements and tracking expenses
- Providing support for budgeting and forecasting activities
- Assisting with the audit process by preparing and organizing documents
- Maintaining accurate and organized records of financial transactions
- Assisting with the implementation of financial systems and processes

## Education

2014-05 - 2017-11	<b>MBA: Finance</b> <i>INSTITUTE OF MANAGEMENT SCIENCES - Peshawar, Pakistan</i>
2009-11 - 2014-01	<b>BBA: Accounting and Finance</b> <i>INSTITUTE OF MANAGEMENT SCIENCES - Peshawar, Pakistan</i>
2006-08 - 2009-08	<b>HSSC: Computer Science</b> <i>Fazaia Degree College - Peshawar, Pakistan</i>
2004-03 - 2006-07	<b>Matriculation</b> <i>Govt Centennial Model High School - Peshawar, Pakistan</i>

## Certifications

2017-08	QuickBooks, Peach Tree, Tally ERP 9
2022-08	Data Analytics and Business Intelligence
2022-12	Virtual Assistant