**MUHAMMAD ASAD**

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**PROFESSIONAL SUMMARY**

With over 12 years in Business Data Analysis across retail, trucking, and maintenance services provider, I drive tangible results through data-driven strategies. In retail, achieved a notable 15% inventory turnover improvement, optimizing operational efficiency. In trucking, led a 20% fleet performance boost and 15% logistics cost reduction. As a Truck maintenance services provider, achieved a 25% downtime reduction through optimized schedules. With a proven track record, I'm poised to deliver measurable success at the intersection of data analysis in retail, trucking, and maintenance services.

**PROFESSIONAL WORK EXPERIENCE**

**1. Business Data Analyst, Talagang Oil Trader, Pakistan** **Jan 16 – To-date**

**Enhancing Supply Chain Efficiency at Talagang Oil Trader: Case Study**

Talagang Oil Trader faced challenges in supply chain efficiency, causing disruptions in operations and impacting customer satisfaction. The situation involved delays in identifying and purchasing replacement parts, resulting in increased downtime, lower inventory turnover, and a decline in overall organizational efficiency and customer satisfaction.

**Business Analyst Contribution:**

1. **Process Analysis and Optimization**

Initiated a comprehensive analysis of the previous procurement process, identifying bottlenecks and inefficiencies. Reduced procurement cycle time by 20%, identified and implemented process improvements, ensuring a more agile and responsive procurement system.

1. **Enhanced Procurement & Inventory Management**

Implemented a streamlined system for identifying and ordering replacement parts, slow moving parts. This enhancement significantly improved order fulfillment times by 15%, reduced excess inventory levels by 30% and increased inventory turnover by 25%. This optimization improved visibility into supply chain processes and ensured a balanced inventory.

1. **Customer Feedback Analysis and Resolution**

Established a feedback loop and sessions to understand customer concerns and issues resolution. Achieved and maintained a customer satisfaction rating of 90% or above, reduced average resolution time by 20%.

1. **Cost Reduction**

Identified areas for cost reduction and process optimization. Achieved a 12% reduction in overall operational costs, identified and implemented cost-saving initiatives.

1. **Supplier Collaboration and Contract Negotiation**

Collaborated with suppliers, negotiating better contracts and terms. Improved supplier contract terms, resulting in a 15% cost reduction in purchasing.

1. **KPI Implementation and Performance Monitoring**

Key Performance Indicators (KPIs) were implemented to monitor progress. Regular reviews and adjustments based on performance metrics resulted in achieving KPI targets, showcasing a 10% improvement in key operational metrics.

1. **Reporting and Visualization**

Created comprehensive reports and visualizations to communicate key insights to stakeholders. This led to a more efficient decision-making process, with a user-friendly interpretation of data.

**2. Business Data Analyst, Azad Awan Trailer Service Private Limited, Pakistan** **Dec 11 – Dec15**

**Problem Case Study:**

Azad Awan Trailer Service Private Limited, a prominent logistics company in Pakistan, grappled with challenges in optimizing fleet operations, controlling costs, and ensuring supply chain efficiency. The company aimed to harness data-driven insights for performance enhancement and addressing operational bottlenecks.

**Business Analyst Contribution:**

1. **Data Collection and Validation:** Data collection from diverse sources, including logistics software and maintenance records. Ensured data accuracy through rigorous cleaning and validation processes, achieving a 99% accuracy rate by eliminating errors.
2. **Fleet Performance Analysis:** Analyzed fleet performance metrics, achieving a 15% improvement in fuel efficiency, 20% optimization in truck routes, and a 10% reduction in delivery times.
3. **Logistics Cost Evaluation:** Evaluated logistics costs, leading to a 12% reduction in fuel expenses, a 15% decrease in maintenance costs, and Identified key trends for operational enhancement.
4. **Predictive Maintenance:** Analyzed maintenance records to predict and schedule preventive maintenance, achieving a 95% accuracy in scheduling, minimizing downtime, and maximizing truck availability.
5. **Supply Chain Visibility Enhancement:** Analyzed data related to inventory levels, shipment tracking, and order fulfillment, resulting in a 25% improvement in overall supply chain efficiency and timely order fulfillment.
6. **Risk Assessment and Mitigation:** Identified and assessed potential risks in the logistics process using historical data, leading to a 30% reduction in risk incidents and the development of strategies to improve overall safety and compliance.
7. **Reporting and Visualization:** Created reports and visualizations to communicate key insights to stakeholders, resulting improvement in decision-making efficiency. Utilized dashboards for user-friendly data interpretation.

**3. Monitoring & Evaluation Associate Oct 10 - Sep 11**

American Refuge Committee International – Islamabad - Pakistan

* Implemented weekly backups and data validation for national-scale project repositories, collaborating with Program Managers to design monitoring tools in Microsoft Word and Excel.
* Analyzed field unit data for updated statistical reports, conducted frequent site visits, and established monitoring plans. Supported Manager M&E in program evaluation, coordinated M&E activities with team members, conducted case studies, and contributed to quarterly and annual work plans.
* Guided project teams in identifying key performance indicators, parameters, and progress report formats, facilitating proactive response to weaknesses and vulnerabilities.
* Devised, formulated, and continuously updated a comprehensive database for tracking grants, Shelter & Non-Food Items (NFI), Disease Early Warning System (DEWS), and Water, Sanitation & Hygiene (WASH) initiatives on a nationwide.

**4. Information Technology Associate - Internship Dec 08 - Sep 09**

Lahore University of Management Sciences – Lahore - Pakistan

* Managed and enhanced the inventory database for six computer labs at LUMS, offering IT support to students and faculty, prioritizing faculty assistance.
* Organized IT events, recorded lectures, conducted troubleshooting, and performed regular checks on labs, KIOSKs, routers, and UPS systems.
* Produced comprehensive hardware/software reports, prepared master images, and delivered technical support during various events.

**EDUCATION**

**Bachelor of Computer Science Oct 08**

Virtual University of Pakistan • Lahore, Pakistan

**CERTIFICATIONS**

1. [**Introduction to Data Science by CISCO Networking Academy**](https://www.credly.com/badges/c4272200-6cd9-4484-8a07-b902219ca890/public_url)

**2.** [**Data Analytics Essentials by CISCO Networking Academy**](https://www.credly.com/badges/c4272200-6cd9-4484-8a07-b902219ca890/public_url)

**3.** [**Python Essentials-1 by CISCO Networking Academy**](https://www.credly.com/badges/b9cfd289-3e00-4838-bae6-dc45ed50a4b7/public_url)

**SKILLS**

**Hard Skills:**

* Database Management
* Data Cleaning and Preprocessing
* Excel Proficiency
* Data Warehousing
* Data Mining
* Programming Skills
* Business Intelligence Tools

**Soft Skills:**

* Analytical Thinking
* Problem-Solving
* Attention to Detail
* Communication Skills
* Critical Thinking
* Curiosity
* Teamwork
* Time Management
* Adaptability
* Creativity