

MUHAMMAD ISHAQ

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Data Analyst | Business Analyst | Operations Manager | Empathetic Team Leader

PROFILE SUMMARY

Passionate Data Analyst and Excel Specialist | Expert in Data Cleaning, Dashboarding, and Decision-Making | Seeking Data-Driven Opportunities

AREAS OF EXPERTISE

SQL	Project management	Requirement Gathering	Data Cleaning
MS Excel	Data Management	Power BI	Data visualization
IDIMs	Power Automate	Process Improvement	Power Query

PROFESSIONAL EXPERIENCE

World Health Organization

The District Data Support Person

2018 – Present

Responsibilities

- ❖ Monthly Cadres DDM Cards UCSP, PTPs/STPs, RSPs, and Nomads verify clean errors, then add the data to Soft and Hard before sending it to the Provincial Office within 15 days.
- ❖ Clearing files according to surveillance, identifying incomplete files, and sharing them with the DC
- ❖ Updating online monthly and weekly trackers.
- ❖ On a daily basis, I collect daily activities from my WHO staff, analyze them, and share the results with my officer
- ❖ On a daily basis, I work with the PTP-STPS-EID teams to clean data from 52 to 70 points using multiple methods. To save time and ensure accuracy, I continuously update the data quickly using Power Automate
- ❖ Pre-campaign, intra-campaign, and post-campaign, my job is to collect data for as many indicators or tally sheet analyses as possible, including HR Validation, ICM clusters analysis, and staff presence analysis (TPO-UCPOs-UCSPs-TTM-RSPs). It is my responsibility to ensure all staff are present and data is collected during the campaign

Accomplishments

- ❖ Received an award from the DC and District Coordinator for my work with HTA in 2023.

Temporary Team Monitor

Responsibilities

JAN-2015

- ❖ During the pre-campaign, intra-campaign, and post-campaign phases, I manage various indicators including team training, team monitoring, UPEC meetings, MP validation, field validation, and intra-campaign Monitoring

Sha Posh Textile (Sales Analysis)

Responsibilities

FEB2015

- ❖ Led a team of Sha posh DIKhan Branch sales associates, increasing sales by 32% annually.
- ❖ Developed sales strategies, driving revenue growth by 12%.
- ❖ Managed retail operations, including staffing and inventory.
- ❖ Conducted market research and adjusted sales tactics accordingly.
- ❖ Trained and mentored sales staff to improve performance.

DATA ANALYTICS PROJECTS

SQL - Analyzed a database, using SQL queries and advanced techniques to extract insights & address business inquiries.

Skills: SELECT, SORT, ORDER/GROUP BY, Aggregate functions, SQL joins, CTEs, and Subqueries | [Project Link](#)

TABLEAU - Designed a dashboard for comprehensive insights into employee data, enabling workforce visualization.

Skills: Data modelling, Calculated fields/parameters, Data cleaning, and chart creation/formatting | [Project Link](#)

EXCEL - Created a dashboard with comparison charts and visualizations to explore various key aspects of the sales data.

Skills: Excel formulas & functions, Data cleaning/wrangling, PIVOT tables, Data visualization, and Slicers | [Project Link](#)

Google sheets - A tracker that updates completion percentage, start & end dates, file links from drive automatically.

Skills: Spreadsheet formulas & functions, Google apps script, Logical thinking, APIs | [Project Link](#)

EDUCATION & CERTIFICATES

B.S. (Computer Science)	MBF (Banking & Finance)	Certification	Data Analytics
Virtual Federal Government University (August 2024 - Present)	SARHAD University Peshwar March-2014-October 2016)	Google Data Analytics (16 December 2023)	WSCube India (Agust-2024)

Power BI Swiggy Data Analysis using

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