MUHAMMAD ISHAQ

Email ID: muhammadishaqwho@gmail.com **| Phone no** +92346-7868231 | **LinkedIn**: Profile | **GitHub**: Projects

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	JIRA/Trello/Wrike	Data Cleaning
MS Excel	Stakeholder management	PowerBI	Data Visualization
Tableau	Agile methodologies	Process Improvement	Requirement Gathering
Process Improvement		Arc GIS Mapping	

PROFESSIONAL EXPERIENCE

World Health Organization

The District Data Support Person   **2018 – Present**

Responsibilities

- Verify and clean Monthly Cadres DDM Cards (UCSP, PTPs/STPs, RSPs, Nomads), update data in Soft/Hard formats, and submit to the Provincial Office within 15 days.
- Organize surveillance files, flag incomplete ones, and report to the DC.
- Update online trackers weekly and monthly.
- Collect, analyze, and report daily activities from WHO staff to the officer.
- Collaborate with PTP-STPS-EID teams to clean data (52–70 points) using Power Automate for speed and accuracy.
- Pre-, intra-, and post-campaign: gather and analyze indicator data (HR validation, ICM clusters, staff presence) to ensure attendance and accurate reporting.

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)

Operations Manager

Responsibilities   **DEC-2014**

- 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 - Analysed 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 visualisation.
Skills: Data modelling, Calculated fields/parameters, Data cleaning, and chart creation/formatting | **Project - Link**

EXCEL -Created a dashboard with comparison charts and visualisations to explore various key aspects of the sales data.
Skills: Excel formulas & functions, Data cleaning/wrangling, PIVOT tables, Data visualisation, 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)	Certification Google	Certification WS CSCube India
Virtual Federal Government	**Google Data**	**Data Analytic**
(August 2024 - Present)	Power BI Swiggy Data Analysis using (16 December 2023)	Tableau**|** BI **|** Python August 2024
MBF (Banking & Finance)		

Shard University Peshawar (2016)