

# Mohammad Jalal Khan

Data Analyst

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

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### E-mail

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## Skills

Microsoft Office Suite



Google Data Studio



Tableau



Power BI Micro Soft



SPSS



QGIS



Data Verification



Intuit QuickBooks



## 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, ODK 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.
- Using QGIS tool for mapping for different presentation according to need.
- 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 and CHIP Training and

Consultant Pvt. Ltd, Peshawar

Worked as Data Support officer with CHIP from 2018-12 to 2021-03 and then switch to PEOPLE as a Data Usage and Risk Assessment Officer from 2021-04 to 2023-06 with same JD's and slight transformation in structure.

- 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, ODK 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.
- Maintaining and updating databases and data systems.
- Staying up-to-date with industry trends and emerging technologies related to data analysis

Peach Tree

Very Good

Tally ERP 9

Very Good

Very Good 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 - 2017-03)

### 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