

Muhammad Touseef

Data Analyst

Moh: Gate Kanerian Wala Street Nalay Wali House no 83,
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Summary

Entry-level data analytics professional; recently completed the Google Data Analytics Professional Certificate. Excellent understanding and proficiency of platforms for effective data analyses, including SQL, Google Sheets, Excel, Tableau, SPSS, and R. Strong communication, organizational, and analytical skills.

Experience

Google / Data Analytics Professional Certificate

March 2023 - September, Online

Completed extensive six-month job-ready Google Career Certificate training. Demonstrated hands-on experience with data cleaning, data visualization, project management, interpreting and communicating data analytics findings. Confidence in transforming complex data into actionable and clear insights. Fluency in computer programming languages and a solid understanding of databases.

Nadra / Tehsil Support Officer

January 2023 - April 2023, Dera Ismail Khan, KPK

A Tehsil Support Officer is responsible for coordinating and facilitating government project **DIGITAL CENSUS** and services at the tehsil (sub-district) level. Their duties include assisting citizens with inquiries, managing administrative and IT related tasks, and ensuring efficient delivery of government initiatives within their assigned tehsil.

Excise & Taxation Office / Computer Operator

June 2016 - May 2017, Dera Ismail Khan, KPK

A Computer Operator manages and operates computer systems, ensuring they run smoothly and efficiently. They perform tasks like data entry, routine maintenance, and troubleshooting to ensure uninterrupted computer operations.

Utility Store and Corporation / Computer Operator

Jan 2010 - DEC 2017, Dera Ismail Khan, KPK

A Computer Operator manages and operates computer systems, ensuring they run smoothly and efficiently. They perform tasks like data entry, routine maintenance, and troubleshooting to ensure uninterrupted computer operations.

Open Testing Service/ Data Operator

Jan 2017 - DEC 2019, Dera Ismail Khan, KPK

A data operator is a professional responsible for managing and manipulating data within an organization. This role involves tasks such as inputting, updating, and retrieving data from databases, ensuring data accuracy and completeness. Data operators may also be involved in sorting, organizing, and cleaning datasets, as well as generating reports and assisting in data analysis. Proficiency in data entry software, attention to detail, and a strong understanding of data management principles are essential for success in this role. Data operators play a crucial part in maintaining the integrity of an organization's information and supporting data-driven decision-making processes.

Education

Gomal University / MCS

September 2013 - February 2016, Dera Ismail Khan, KPK

Govt Degree College No 2 / B.sc Computer Science

October 2010 - April 2012, Dera Ismail Khan, KPK

Govt Degree College No 2 / F.sc (Pre-Engineering)

September 2008 – August 2010, BISE Dera Ismail Khan, KPK

Centennial Model High School / Matric

April 2006 – June 2008, BISE Dera Ismail Khan, KPK

College of Information Technology / DIT

March 2012 – April 2016, BTE Peshawar, KPK

Awards

The Google Data Analytics Certificate is awarded to individuals who have successfully completed a comprehensive program in Data Analyst. This certification acknowledges their proficiency in data analysis tools and programming languages such as Excel, R, SQL, Statistical analysis SPSS, and data visualization tools like Tableau or Power BI.